

Student Life and Success is a dynamic department offering programming and services that support student success both academically and outside the classroom.

As part of Student Life and Success, Student Life provided opportunities for everyone in the Brock community to be active and engaged at Brock and within its surrounding communities. We offer programs and services that support campus involvement, leadership development, community engagement, off-campus living and so much more.

At the core of our department are its people. We thrive on student-driven innovation and on collaborative teamwork between our student leaders and the professional staff.

Job Title:	Community Experience Assistant
Start Date:	Thursday, August 28, 2025
End Date:	Friday, April 4, 2026 <i>(end date may vary, typically last date of Winter classes)</i>
Hours of Work:	<p>Mandatory Training:</p> <ul style="list-style-type: none"> In-person training, 7 hours each day, on Thursday, August 28, and Friday, August 29 Plus 5 hours of online, asynchronous training to be completed prior to August 28. <p>Welcome Week (August 31 – September 7):</p> <ul style="list-style-type: none"> Up to 15-20 hours during this period, depending on event schedules. <p>Fall/Winter (September 8 – April 4):</p> <ul style="list-style-type: none"> 9 hours/week while classes are in session, starting September 8 Attendance at a 1-hour bi-weekly staff meeting is also required.
Hourly Rate:	\$17.20 / hour
Eligibility:	Must be a registered Brock student throughout the term of employment, with a minimum overall average of 65% and legally able to work in Canada

Position Summary

The Community Experience Assistant is responsible for supporting campus and community initiatives through connecting, executing, updating and helping to promote community engagement opportunities available to the campus and external community through Student Life. The Community Experience Assistant connects and supports groups with existing and/or up-and-coming volunteer and community engagement activities. The Community Experience Assistant will liaise with Brock students to promote volunteer and community engagement opportunities, which may include but is not limited to Brock Cares programming and Alternative Reading Week programs. This position will profile local agencies and opportunities through various means including Brock University Volunteer Association (BUVA), Food First programming, Volunteer Fair, ExperienceBU volunteer listings and the Community Connections e-newsletter to subscribers. This student will also assist with the recruitment, management and training of Brock volunteers for a variety of Student Life & Success and community partner events throughout the year.

Every Student Life and Success team member will support and contribute to various projects and events, while also providing team assistance and being flexible as time allows in their workload.

Responsibilities

Community Engagement Programming

- Assist with the planning and execution of Community Engagement events that support the needs of campus and community partners
- Identify opportunities to collaborate with campus and community partners to provide volunteer opportunities for students
- Organize and implement campus Food Security programming including but not limited to the monthly Food First Pop-Up Markets

Volunteerism Culture and Student Support

- Assist in the planning and execution of social meetings of the Brock University Volunteer Association (BUVA)
- Engage with BUVA students and gather feedback related to volunteer opportunities to assist in the planning of future volunteer events
- Promote the benefits of participation in BUVA and other volunteer events as a means of encouraging a campus culture of volunteerism

Communications and Marketing

- Promote volunteer opportunities through the creation of ExperienceBU events, posters, and social media campaigns
- Circulate the Community Connections e-newsletter to keep volunteers informed of volunteer and engagement opportunities
- Monitor and respond to inquiries from the community@brocku.ca email
- Connect with campus and community partners to create more volunteer opportunities and events

Programming and Team Support

- Work with teams to create and deliver well-rounded events and opportunities to support students
- Serve as an ambassador for Student Life and Success, including ExperienceBU and the Campus-Wide Co-Curriculum, by promoting and connecting students and student organizations to these programs, our events and activities, as well as other campus and community resources that support their success and student engagement.
- Help build a community by providing a welcoming and resourceful presence for a diverse student body, helping to form relationships and connections among students, faculty, and the general Brock community and encourage and facilitate engagement in student life at Brock University.

- Participate in bi-weekly team meetings
- Additional programming/project requirements will be determined by the Student Life and Success Management Team.

Other duties as assigned

Additional Information

Although primarily an on-campus position, this position may include online duties to align with Student Life and Success hybrid service delivery model. Communication, student support, and activities may be conducted using a variety of online tools.

Required Skills & Qualifications

- Strong skills in time management, adaptability, and collaboration
- Social media proficiency and ability/comfortability to promote student programming and encourage student engagement through social media and other digital platforms.
- Positive and enthusiastic attitude
- Strong organization and coordination skills
- Ability to work independently as well as part of a larger team

Learning Outcomes

This position is designed to provide experience and skills development; by the end of their position, student staff will be expected to know, understand, and demonstrate the following learning outcome domains:

- **Project Management:** gain experience leading projects and delivering quality initiatives in suitable timeframes.
- **Communication:** enhance communication skills and the ability to relate with others
- **Teamwork & Collaboration:** gain experience working as part of a team
- **Leadership:** gain a sense of self-awareness and demonstrate an understanding of their leadership ability

Additional Benefits

- Training, skills-development, and knowledge building in areas such as project management, event planning, communication, and leadership
- Access to social networks, lots of cool people and ideas
- A chance to work on special projects that catalyze the extraordinary potential of our dynamic Brock community

Brock University is actively committed to diversity and the principles of Employment Equity and invites applications from all qualified candidates. Women, Aboriginal peoples including those who identify as members of First Nations, Inuit and Métis Peoples, members of visible minorities and racialized groups, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ) persons are encouraged to apply.

We will accommodate the needs of the applicants and the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the selection process, as outlined in the [Employee Accommodation Policy](#).

Please advise studentlife@brocku.ca to ensure your accessibility needs are accommodated through the hiring process. Information received relating to accommodation measures will be addressed confidentially.

We appreciate all applications received; however, only candidates selected for an interview will be contacted.