

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 and Off-Campus Communications Assistant
Start Date:	Thursday September 3rd, 2026
End Date:	Friday, April 2, 2027 <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, September 3rd and Friday September 4th • Plus 5 hours of online, asynchronous training to be completed prior to September 3rd. <p>Welcome Week (including Labour Day Weekend):</p> <ul style="list-style-type: none"> • Saturday September 5th-Saturday September 12th • Up to 15-20 hours during this period, depending on event schedules. <p>Fall/Winter (September 14 – April 4):</p> <ul style="list-style-type: none"> • 9 hours/week while classes are in session, starting September 14th • Attendance at a 1-hour bi-weekly staff meeting is also required.
Hourly Rate:	\$17.60 / 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 and Off-Campus Communications Assistant is responsible for supporting all Brock students to connect with the local community, with a focus on students who live off-campus. The Community and Off-Campus Communications Assistant will promote community volunteer opportunities, off-campus student connections, as well as share information about students' rights and responsibilities as tenants. This role will be responsible for social media content, hallway tabling, presentations, and written communication to distribute information to students regarding community engagement and off-campus living. This position will also support student engagement with local businesses, organizations and sponsors who support Student Life programming.

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 and Off-Campus Resources Content Creation

- Promote opportunities for Brock students to be involved with local organizations, businesses and communities as volunteers, customers and neighbours
- Design campaigns to promote student awareness of rights and responsibilities of tenants, good neighbour initiatives, as well as safety campaigns (Fire Safety, By-Law Education, etc.)
- Provide information in a variety of formats including social media, Discord, written communications to engage and educate students living off-campus (including students who live with their families, student renters, etc)
- Promote Food Security Initiatives taking place on campus and in the community
- Assist with photography, videography, and graphic design as needed for marketing and communication purposes

Communications, Marketing and Education

- Promote volunteer opportunities, community engagement and off-campus living resources through the creation of ExperienceBU events, posters, and social media campaigns.
- Prepare and present off-campus living resources through presentations, tabling and information sessions.
- Assist with content creation for the Community Connections e-newsletter and Off-Campus e-newsletter to keep students informed of volunteer and engagement opportunities, as well as off-campus information.
- Monitor and respond to inquiries from the ocl@brocku.ca and community@brocku.ca emails.

Programming and Team Support

- Work with the Student Life team to create and deliver communications about the Niagara community, including volunteer opportunities, safety information and off-campus living resources.
- 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

- Experience managing social media accounts, with knowledge of multiple platforms (e.g., Instagram, TikTok, Facebook).
- Social media proficiency and ability/comfortability to promote student programming and resources to encourage student engagement through social media and other digital platforms.
- Strong written and visual communication skills.
- Creativity and enthusiasm for marketing and storytelling.
- Ability to work independently and collaboratively in a team setting.
- Basic graphic design, photography, or videography skills (experience with tools like Canva is an asset).
- Familiarity with social media analytics and performance tracking is a plus.
- Solid understanding of department's mission, vision, values and the ability to learn and adhere to university brand standards and department marketing practices.
- Strong skills in time management, adaptability, and collaboration.
- 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 deliver 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.