

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.

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>     | <b>Leadership Development Assistant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Start Date:</b>    | <b>Thursday, August 28, 2025</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>End Date:</b>      | <b>Friday, April 4, 2026</b> <i>(end date may vary, typically last date of Winter classes)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Hours of Work:</b> | <p><b>Mandatory Training:</b></p> <ul style="list-style-type: none"> <li>• In-person training, 7 hours each day, on <b>Thursday, August 28, and Friday, August 29</b></li> <li>• Plus <b>5 hours</b> of online, asynchronous training to be completed prior to August 28.</li> </ul> <p><b>Welcome Week (August 31 – September 7):</b></p> <ul style="list-style-type: none"> <li>• Up to <b>15-20 hours</b> during this period, depending on event schedules.</li> </ul> <p><b>Fall/Winter (September 8 – April 4):</b></p> <ul style="list-style-type: none"> <li>• <b>9 hours/week</b> while classes are in session, starting September 8</li> <li>• Attendance at a <b>1-hour bi-weekly staff meeting</b> is also required.</li> </ul> |
| <b>Hourly Rate:</b>   | \$17.20 / hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Eligibility:</b>   | 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 Leadership Development Assistant will help with the administration, planning/development, facilitation, and promotion of leadership and mentorship programs for students, student organizations, and student leaders at Brock. This will include helping to develop new and innovative programs and initiatives related to leadership, as well as administration of current programs and initiatives. The Assistant will act as the Chair Organizer of Brock's student-led leadership conference, the Brock Student Leadership Summit.

The Leadership Development Assistant acts as a connection between leadership development at Brock and the student leaders who are active on and off campus. The Leadership Development Assistant will help students reimagine their future through curiosity, creativity, and courage by providing opportunities and facilitating skill-development workshops for students to meet their potential and grow their leadership capacity. By building social and developmental programming for all students and leading by example, the Leadership Development Assistant will help students realize they matter through building connection, engagement, and community into everything

they do. Through their work, the Leadership Development Assistant will show students that everyone is capable of leading, and to be a Badger, is to be a leader.

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

### **Leadership Development & Support**

- Take a lead role in the development and delivery of innovative initiatives related to leadership, mentorship, and professional development for students at Brock.
- Assist with the creation and facilitation of leadership skill-development programs, initiatives, and socials designed for students and student organizations.
- Assist with the tracking and assessment of Student Life and Success leadership initiatives.
- Assist in the promotion and marketing of all Student Life and Success leadership and mentorship initiatives and work to connect student and student groups to our programs.
- Chair the planning committee for the year Brock Student Leadership Summit.
- Answer student and staff inquiries, whether in person, phone, or email via the Leadership e-mail account [leadership@brocku.ca](mailto:leadership@brocku.ca).

### **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

- Facilitation and public speaking skills
- 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:

- Facilitation: gain skills in facilitation, public speaking, and leading group discussions.
- 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](mailto: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.*