

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:	Mentorship Peer Assistant
Start Date:	Monday July 6th, 2026
End Date:	Friday, April 2nd, 2027 <i>(end date may vary, typically last date of Winter classes)</i>
Hours of Work:	<p>Summer (July 6 – September 2):</p> <ul style="list-style-type: none"> • 9 hours/week, which can be completed on-campus or remotely depending on availability <p>Team Training:</p> <ul style="list-style-type: none"> • In-person, on-campus training, 7 hours each day, on Thursday, September 3rd and Friday September 4th <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 2):</p> <ul style="list-style-type: none"> • 9 hours/week on-campus, minus exam periods and reading weeks • 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 Mentorship Peer Assistant will help with the administration, planning/development, facilitation, and promotion of mentorship programs such as Mentor Link program for students at Brock. This will include helping to develop new and innovative programs and initiatives related to mentorship, as well as the core administration of the Mentor Link program at Brock; including but not limited to managing the pairing, training, and reporting processes within

the program. The Assistant will act as a primary support person for Mentors within the program, answering questions, creating resources and events for pairs, and helping raise the quality of Mentor Link overall.

The Mentorship Peer Assistant acts as a connection between the professional staff and the student leaders who act as Mentors on campus. The Mentorship Peer Assistant will help Mentors throughout the year by providing social and developmental programming, as well as providing Mentees with the care they deserve to realize they matter. The Mentorship Peer Assistant will build engagement, community, and personal development through each of their required duties.

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

Mentor Link Administration & Support

- Assist with the facilitation of administrative duties related to Mentor Link, such as training development, pairing processes, and engagement tracking throughout the year.
- Assist with building community amongst Mentors and Mentees through social events, development workshops, and other initiatives.
- Lead the communication with Mentors and Mentees through newsletters, email, and Teams.
- Assist in the promotion and marketing of all Mentor Link initiatives and work to connect student and student groups to our programs.
- Answer student and staff inquiries, whether in person, phone, or email via any shared Outlook inboxes.

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.
- Support the promotion of events and initiatives through innovative marketing strategies, including creating content for social media, coordinating outreach efforts, and ensuring clear communication with the student community to maximize engagement.
- Participate in bi-weekly team meetings.
- Represent Student Life and Success at engagement events, such as Fall Preview Day and Open House.

- 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

- Data entry or administrative skills are an asset
- Event planning history or experience
- Experience in or knowledge of Brock University's Mentor Link program
- 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 deliver quality initiatives in suitable timeframes
- Administration: manage multiple complex systems of tracking, pairing, or other administrative duties
- 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.