

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>Off-Campus Living 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 Off-Campus Living Assistant is responsible for providing administrative and programming assistance for Off-Campus Living. The Off-Campus Living Assistant performs administrative tasks related to the smooth operation of Off-Campus Living services. The OCL Assistant will also support Off-Campus Living programming by creating and delivering programs, events, and activities to support students living off-campus and/or commuting to Brock.

The Off-Campus Living Assistant works to support students who commute or live off-campus through referrals to on and off-campus services, and work to empower them with information to become self-advocates. The Off-Campus Living Assistant will also work to engage students in a variety of areas including general programming, engaging with local government, information sessions and events. Finally, the Off-Campus Living Assistant will work to connect students to one another, and the wider Brock and Niagara community. The Off-Office of Off-Campus Living also works to address the United Nations Sustainable Development goals, including no poverty and

reducing inequalities. The Off-Campus Living Assistant will develop resources and programming that support the advance development of these goals.

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

### **Off-Campus Living Programming**

- Work with Coordinator, Off-Campus Living to facilitate increased student involvement and interaction in the community through educational community outreach initiatives.
- Work with Coordinator, Off-Campus Living to develop and execute educational and co-curricular programming for students living off-campus and/or commuting.
- Build sustainable relationships with students and campus partners through open and interactive communication to identify and assess programming needs.
- Additional programming/project requirements will be determined by the Student Life and Success Management Team and the supervisor for the position, Coordinator, Off-Campus Living.
- Work with Coordinator, Off-Campus Living to assist with the administration and development of off-campus educational programming (examples: Welcome Wagon, Good Neighbour Guide, and orientational week events).

### **Off-Campus Student Engagement**

- Work with Social Media Assistant to regularly promote programming and support students living off-campus and commuting.
- Assist with the creation and delivery of innovative engagement opportunities to support off-campus and commuter students.
- Work to support and promote campus activities, services, and resources through Student Life and Success initiatives.
- Work in collaboration with other Student Life staff, departments and areas on campus to connect students to available resources, services and programs that will support off-campus students' successful transition into and engagement in student life at Brock.

### **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

- Demonstrated communication skills: listening, written, verbal, facilitation, and presentation.
- Demonstrated skills in the planning and implementation of student events/programming, in-person and/or virtual.
- Demonstrated good judgment and problem-solving skills.
- Creative-thinking and innovation skills related to student events/programming.
- Strong interpersonal skills to effectively support all Student Life initiatives.
- Strong attention to detail.
- 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](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.*