

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:	Student Life Assistant (2 positions available)
Start Date:	Monday May 12, 2025
End Date:	Friday, April 4, 2026 (<i>end date may vary, typically last date of Winter classes</i>)
Hours of Work:	<p>Spring/Summer (May 12 – August 30):</p> <ul style="list-style-type: none"> • 35 hours/week • Evening and weekend hours will be required while Smart Start is in session and for summer orientation programming in July – August. <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 Student Life Assistants play a key role in enhancing student life, fostering community, and supporting orientation programming at Brock University. In this role, you will collaborate with other Student Life staff to plan, organize and deliver events and initiatives for all Brock students, with a particular focus on first-year students. Responsibilities will include planning and coordinating the logistics for a variety of programs, ranging from small-scale events and social media campaigns to large-scale orientation/new student programs, such as New Student Welcome and Academic Orientation and Student Life Welcome Week events. During the summer, this includes helping to plan and execute summer orientation programs, including full-day and overnight programs, which will require evening and weekend hours.

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

Event & Initiatives Coordination

- Assist with the planning, coordination, and delivery of innovative events and programs that engage students in the Brock experience. Responsibilities include developing and executing creative events and initiatives for Welcome Week and Frost Week, and other Student Life programs, with a focus on logistics, processes, and event risk management, while ensuring event goals, like participation targets and learning outcomes, are met.
- Support the planning of and execute the SLS summer orientation program which includes up to five overnight programs (varying dates through July and August) and up to two full-day programs for new students. Staff are required to work the summer orientation program dates, including overnight stays in residence. These dates will be provided in advance.
- Assist in designing and implementing innovative engagement opportunities and campaigns that support student success and engagement, with a particular focus on first generation, transfer students, and students living off-campus during their first year.
- 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.
- Coordinate logistical needs of in-person events, including securing room bookings, arranging catering and food orders, and ensuring technical and equipment needs are met to support successful event execution.
- Identify and pursue opportunities to collaborate with campus partners, student organizations and community agencies to plan and host events.
- Work in collaboration with other departments and areas on campus to connect students to available resources, services and programs that will support their successful transition into and engagement in student life at Brock.
- Represent Student Life and Success at engagement events, such as Smart Start, Fall Preview Day and Open House.

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 skills in the planning and implementation of student events/programming, in-person and/or virtual, including strong organization and coordination skills.
- Creative-thinking and innovation skills related to student events/programming.
- Social media proficiency and ability/comfortability to promote student programming and encourage student engagement through social media and other digital platforms.
- Demonstrated good judgment and problem-solving skills.
- Computer skills – proficiency with online conferencing tools (Zoom, Microsoft Teams); and strong skills in Microsoft 360.
- 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.