

Student Life and Success is a dynamic department offering programming and services that support student success both academically and socially.

As part of Student Life and Success, Learning Services provides Brock students with various supports to aid students in achieving their goals. On-campus and on-line peer-led drop-in, workshops, and tutoring as well as instructor-led faculty requested workshops, skill development non-credit courses, and special events such as Night Against Procrastination, Resilience and Opportunity Conference, First Generation Trailblazer Conference, and Transfer Connect and Success are Learning Service’s current support offerings.

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:	Transfer Student Peer Facilitator
# of Positions:	2 Fall/Winter positions
Start Date:	September 1, 2023
End Date:	April 2024 <i>(end date may vary, typically last date of Winter classes)</i>
Hours of Work:	<p>Some evening hours are required. Events are usually 2-3 hours in length and will be scheduled at various times throughout the terms.</p> <p>Hours vary depending on event schedule. Facilitators will be paid for preparation/clean-up time as outlined by the supervisor.</p> <p>Each peer will be responsible for facilitating approximately 15-20 events per term, in addition to supporting events, information sessions, and marketing initiatives, totaling between 35-40 hours per term.</p> <p>Events will be created during the term, based on transfer student needs and requests. Events will run on campus, off-campus, and online.</p>
Hourly Rate:	\$15.50
Eligibility:	Must be a current Brock student with a minimum overall average of 70% and legally able to work in Canada.

Position Summary

Learning Services is looking for enthusiastic, dynamic leaders with excellent communication and facilitation skills to run events and engage students, both on- and off-campus and online, at various times during the week/term.

Reporting to the Transfer Student Experience Coordinator, the Peer Facilitators will support transfer students through various events and information sessions via the Transfer Connect program. Relatively social in nature, Transfer Connect’s events aim to create bonds and engagement amongst transfer students; however, various information sessions are intended to connect transfer students with support systems across campus.

Peer Facilitators will take on a leadership role with various projects and events, assisting in the development and facilitation of events, being flexible as time allows in their workload. Events are normally 2-3 hours in length and require congeniality and approachability; in addition, some preparation and clean-up is often necessary. As role models, Peer Facilitators will expand transfer students’ knowledge of on-campus resources and services; build students’ confidence and comfort; foster opportunities for friendship-building; provide personal and social support; be positive role models; and inform the development of future transfer programming.

Every Student Life and Success team member should be prepared to support and contribute to various projects and events.

Duties and Responsibilities

1. Facilitation

- a) Learn and demonstrate knowledge of theories learning, invitational education, and pedagogical strategies to engage groups of students in-person and online to take on the facilitator role and deliver Learning Services programming effectively.
- b) Review all workshop materials ahead of time, including activity sheets, technology requirements, and additional resources.
- c) Review workshop timing prior to delivery to ensure that the workshops runs smoothly and effectively and that the participants are fully engaged with workshop activities.
- d) Deliver workshop materials and facilitate students' learning, and provide coaching, guidance and support to students during sessions.
- e) Identify additional student needs and provide next steps to resources and supports, as needed.

2. Administration

- a) Keep accurate workshop attendance records, noting students who arrived late, left early, or were unengaged, and archive records accordingly.
- b) Compile workshop reports, including attendance and workshop feedback, and email to learning@brocku.ca within 24 hours of workshop delivery.
- c) Assist in the marketing and promotion of Learning Services workshops and events.

3. Programming and Team Support

- a) Participate in team meetings
- b) Participate in program development, based on service needs and your availability

4. Customer Service

- a) Provide a welcoming and resourceful presence for a diverse student body and encouraging and facilitating engagement in student life at Brock University.
- b) Help to build a community by helping to form relationships and connections among students, faculty, and the general Brock community.

5. Other duties as assigned

Required Skills & Qualifications

- Student capacity in time management, adaptability, and collaboration as well as student experience and comfortability with digital communications (e.g., video, social media) is an asset.
- Proficient with Microsoft applications including Word, PowerPoint, and Teams
- Comfortable presenting to small and large groups, in-person and online
- Strong leadership and interpersonal abilities
- Strong communication and presentation skills
- Positive and enthusiastic attitude
- Ability to facilitate a diverse audience in key academic skill areas
- Ability to work independently and as part of a team
- Organization and administrative skills
- Experience in training, leadership, education or communication an asset

Brock University recently paused its COVID-19 vaccination and mask requirement although masks are still required in instructional spaces. This decision is subject to change on short notice should the public health situation require it. If the University once again requires all employees working on campus and/or in-person with other employees, students, or members of the public to provide proof that they are fully vaccinated against COVID-19, you will be required to submit proof of vaccination. Those who meet specific and limited medical or human rights accommodation criteria may be required to participate in rapid antigen testing and enhanced screening protocols.

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:

- Pedagogy: increase facilitation and coaching skills
- Instructional Development: gain experience in educational curriculum development.
- 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

- Costs covered for the Foundations in Leadership Professional Development Series (Bronze, Silver, Gold or Platinum)

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 (2SLGBTQ+) 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 <https://brocku.ca/policies/wp-content/uploads/sites/94/Employee-Accommodation-Policy.pdf>.

Please advise nfinstad@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.