Brock Student Life and Community Experience

Summer 2012 and School Year 2012/13 Employment Opportunities

About Student Life and Community Experience

Brock's newly-configured Student Life and Community Experience department provides opportunities for all members of the Brock community to be active and engaged at Brock and within its surrounding communities. We offer programs and services that support service-learning, civic engagement, volunteerism and leadership development. Through the department's three activity centres; Student Leadership & Engagement, Student & Community Outreach (*formerly Community Connections*), and Off-Campus Living & Neighbourhood Relations, we work to empower Brock students, staff and faculty to be active, civic-minded leaders who strive to enhance the Brock experience.

Want to be an agent for change?
Are you ready to change Brock? The world? Are you crazy creative? Do you love helping people? Are you energized by turning ideas into action? And have a little extra time to invest in your future?

The Student Life and Community Experience Department is looking for up to 20 incredible students to join our team for 2012-2013.

May 2012 to April 2013 Positions include:
Student Coordinator- Student Engagement Initiatives – Student Leadership & Engagement
Student Coordinator- Community Outreach/Service-Learning Initiatives – Student & Community Outreach
Student Coordinator- Volunteer and Event Management - Student & Community Outreach
Student Coordinator- Digital Community Facilitator/Marketing Initiatives – Student Leadership & Engagement
Student Coordinator- Off-Campus Living Initiatives – Off-Campus Living & Neighbourhood Relations
Student Coordinator- Student Leadership Initiatives – Student Leadership & Engagement
Student Coordinator- Digital Learning Technologies – Off-Campus Living & Neighbourhood Relations

September 2012 to April 2013 Positions include:
Community Outreach Assistants - Student & Community Outreach
Off-Campus Living Assistants- Off-Campus Living & Neighbourhood Relations
Student Leadership & Innovation Commons (SLIC) Educators – Student Leadership & Engagement
Student Life and Community Experience Administrators

What we have to offer...

In addition to an hourly rate of pay for your scheduled shifts, Student Life & Community Experience student staff will receive:

- 2 days of cutting-edge skills-development and knowledge building in the areas of:
  - community animation and relationship-building
  - communication and conflict transformation
  - facilitation, collaboration and group process
- Day-to-day operational and programming experience related to an area of Student Life & Community Experience (Student & Community Outreach, Student Leadership & Engagement or Off- Campus Living & Neighbourhood Relations)
- Bi-Monthly training and reflection to help digest and deepen your learning

- Membership in the Student Leadership & Innovation Commons (SLIC) which includes unlimited access to InnoPod workstations and SLIC resources
- Access to social networks, and lots of cool people and ideas
- A chance to work on special projects that catalyze the extraordinary potential of our dynamic Brock community
- $50.00 towards a Foundations in Leadership certificate (upon completion of a practica level)

What we need from you
You will be part host and facilitator, part event-planner, part administrative assistant, part social networker and full time agent for change!

We are looking for extraordinary individuals who like to think and act outside of the box… and who bring solid communication skills, superior organizational skills, strong customer service orientation, and a positive attitude to a dynamic work environment.

Qualifications
- Strong communication skills
- Superior attention to detail and excellent organizational skills
- People skills, enthusiasm and sensitivity to people's needs
- Sound judgment and comfort working autonomously
- Demonstrated leadership skills
- Familiarity with – and keen interest in student life and the community experience here at Brock!
- Willingness to do whatever it takes - "above and beyond" expectations is our standard!!

Requirements
- Applicants must be a Brock student
- Students must maintain a minimum academic standing of 65%.

Students must complete necessary documents for the Experience Works program (employment is not contingent on a student being Experience Works qualified).

Wages 12-month coordinator positions $12.00 per hour
8-month assistant positions $11.00 per hour

For specific details on each position please visit our website at www.brocku.ca/slce/aboutus/employmentopportunities

Submit your application (resume, cover letter, questionnaire) by January 30th, 2012 4:00pm to: Student Life & Community Experience, R209 DeCew Residence.

Important dates to note:

Positions Information Session:	January 25th, 2012 5:00pm in Thistle 244
Application Due:	January 30th, 2012 by 4:00pm
Summer Employment Start Date:	Thursday, April 26, 2012 (there will be a mandatory training program prior to employment start date)
Fall Employment Start Date:	Monday, September 3, 2012 (there will be a mandatory training program, including on-line training prior to employment start date.)
Employment End Date:	Friday, April 26, 2013

While we appreciate your interest in these positions,
only applicants selected for an interview will be contacted.

2012/2013 Student Life & Community Experience Application Form
PLEASE TYPE OR PRINT CLEARLY

Name: _____ , _____
Surname Given Name

Current Address:_____
Street/Apt.#

_____
City Province/Country Postal Code

Telephone: ( ) _____ ( ) _____
Day Evening

Email Address: _____ Brock Student Number:_____

DETAILED JOB DESCRIPTIONS ARE AVAILABLE AT
www.brocku.ca/slce/aboutus/employmentopportunities

**** If applying for multiple positions, please indicate your order of preference****

May 2012 - April 2013 – Summer/School Year Positions

- ❑ Student Coordinator- Student Engagement Initiatives – Student Leadership & Engagement
- ❑ Student Coordinator- Community Outreach and Service-Learning Initiatives – Student & Community Outreach
- ❑ Student Coordinator- Volunteer and Event Management - Student & Community Outreach
- ❑ Student Coordinator- Digital Community Facilitator/Marketing Initiatives – Student Leadership & Engagement
- ❑ Student Coordinator- Off-Campus Living Initiatives – Off-Campus Living & Neighbourhood Relations
- ❑ Student Coordinator- Student Leadership Initiatives – Student Leadership & Engagement
- ❑ Student Coordinator- Digital Learning Technologies – Off-Campus Living & Neighbourhood Relations

September 2012-April 2013 – School Year Positions for 2012-2013

- ❑ Community Outreach Program Assistants- Student & Community Outreach
- ❑ Off-Campus Living Assistants- Off-Campus Living & Neighbourhood Relations
- ❑ Student Leadership & Innovation Commons (SLIC) Educators – Student Leadership & Engagement
- ❑ Student Life & Community Experience Administrators

Please attach a Resume and Cover Letter that includes the following Information:

Education and Training, Work Experience, Volunteer Information, Leadership Experience, Attached Questionnaire, Four (4) References and other relevant information (First Aid, CPR, Additional Languages, Certificates, etc.)

Please submit application with resume to:
Student Life & Community Experience Main Office - R209 DECEW Residence
Applications are due no later than 4:00 pm on January 30th, 2012.
Only applicants selected for an interview will be contacted.

Brock Student Life and Community Experience

APPLICATION QUESTIONNAIRE

All interested applicants should plan to attend the Student Life & Community Experience
Information Session on January 25th, 2012 at 5:00pm in TH244

Please respond to the following questions and submit with your application to the Student Life &Community Experience Main Office (located in R209 DeCew Residence) by January 30th, 2012 at 4:00pm. ***If you are applying for multiple positions, please highlight your skills and qualifications as they relate to each specific position.***

1. Please describe four personal characteristics that you think would make you an invaluable member of the Student Life & Community Experience team.

2. Please highlight your past and current community involvement (ie: at Brock, in Niagara, in your hometown).

3. Describe your past leadership experiences and how you could utilize these to enhance student engagement at Brock.

Student Life and Community Experience Student Job Descriptions

Our student positions will be of interest to those Brock University students who are innovative, enjoy working with the public, are committed to community service and are ready to make a difference! Students will work approximately 35 hours per week during the summer months and an estimated 9 to 15 hours per week during the school year (depending on the student position). Student staff will be expected to volunteer 10 hours per term in addition to their scheduled shifts in order to support the initiatives of the department, the University and the Niagara community.

Student Life and Community Experience provides a dynamic work environment that serves both the campus community and the Niagara community at large. It is expected that applicants will be familiar with the services offered by Brock's Student Life and Community Experience Department and the role the University plays within the broader community.

In addition to the shared responsibilities of the Student Life and Community Experience team as outlined above, each Student Life and Community Experience team member will have position-specific responsibilities as highlighted below.

Student Coordinator-Student Engagement Initiatives – Student Leadership & Engagement

This position is primarily responsible for the administration and development of the Participation Passport (encouraging and tracking student participation in cultural events, spirit events, growth opportunities and community events offered by the University). This position supports the development of initiatives that further enhance the sense of community on Brock's campus. This would include the compilation of on-campus involvement opportunities for students, faculty, staff and alumni. The student will work to build and strengthen partnerships between current campus networks (ie. student and departmental clubs, etc.). This position helps to coordinate and distribute Spirit packs through SLIC, Passport Programs and other initiatives.

Student Coordinator-Community Outreach/Service-Learning Initiatives – Student & Community Outreach

The Student Coordinator- Community Outreach and Service-Learning Initiatives is responsible for liaising with community partners and organizations to set up out-of-classroom learning opportunities (OOCLOs) as part of the Foundations in Service-Learning course (SOCI 1F99). The student would be involved in coordinating community outreach initiatives including Brock Cares Day of Service (Summer/Fall/Spring) and the profiling of local agencies and partnerships in Our Brock and on the Student and Community Outreach website.

Student Coordinator- Volunteer and Event Management - Student & Community Outreach

This student position is responsible for the organization and implementation of community events, including event management and volunteer coordination during the summer months and throughout the school year. The student would be involved in coordinating events for Brock Days, Orientation Week and the University's participation in a number of community events throughout the year (i.e. Rankin Run, Relay for Life, St. Catharines Dragon Boat Festival, VolunteerFEST, Unity Games, Rotary TV Auction, Brock Bowls for Kids, etc.) The student is responsible for the recruitment, tracking and retention of volunteers as well as the coordination and execution of community events. The student is also responsible for the ongoing development of volunteer resources and tools for use throughout the year.

Student Coordinator- Digital Community Facilitator/Marketing Initiatives – Student Leadership & Engagement

The idea behind this new role is to leverage Web 2.0 tools, such as YouTube, Facebook and WordPress, to promote Student Life and Community Experience online. The hope is that we can pair the existing and emerging digital communities with the vibrant face-to-face communities that already exist at Brock. This position is responsible for developing and executing marketing initiatives for SLCE as well as collecting and archiving related materials. This position gives direction and guidance to a student marketing team in order to complete expected deliverables. This student will work to develop existing and emerging online channels for strategic advertising and promotion, including the enhancement of Brock's Student Life website (www.brocku.ca/student-life).

Student Coordinator- Off-Campus Living Initiatives – Off-Campus Living & Neighbourhood Relations

Brock University has a long-standing commitment to community engagement and to helping students to be active, civic-minded leaders in Niagara and beyond. The *Student Coordinator, Off-Campus Living* aids in the provision of services and supports for Brock University and Niagara College students who live off-campus, a population that exceeds 12, 000

students. The Student Coordinator assists with the general operations of Brock's Off-Campus Living & Neighbourhood Relations office. This includes: ongoing communication and correspondence with landlords, students, and local residents; using a database and website to maintain accurate listings of available student accommodations and helping students conduct informed housing searches; assisting off-campus students to resolve landlord/tenant, housemate/housemate and neighbour/neighbour concerns that may arise; developing programs and involvement opportunities that focus on community spirit and civic-engagement for students living off-campus.

Student Coordinator- Student Leadership Initiatives – Student Leadership & Engagement

The Student Coordinator- Student Leadership Initiatives is responsible for providing a welcoming and resourceful presence for a diverse student leader body that uses the Student Leadership Innovation Commons as part of their commitment to leadership development at Brock University. The Student Coordinator – Student Leadership Initiatives leads the SLIC education team in building a community of leaders by helping to form relationships and connections. The Student Coordinator-Leadership Indicatives is responsible for the overall animation plan and individual programming within SLIC and ensures animation is linked directly to the student leader cycle. This position also has responsibility for the L.E.A.P program that runs during the summer and is responsible for program and logistical coordination.

Student Coordinator- Digital Learning Technologies – Off-Campus Living & Neighbourhood Relations

This position works collaboratively with in the Off-Campus Living & Neighbourhood Relations division of the Department of Student Life & Community Experience. The responsibilities will include the development and management of any social media projects associated with the "knowfire.ca" project, providing a presence at scheduled knowfire.ca project team meetings, development and maintenance of digital learning resources relating to various components of the "knowfire.ca" project as well as continued management of the knowfire.ca sponsorship package and updating the website with any pertinent material via CMS capabilities.

September 2012-April 2013 Job Descriptions

Community Outreach Assistants- Student & Community Outreach

This student position would work as part of the Community Outreach team responsible for the organization and implementation of community outreach events, including event management and volunteer coordination throughout the school year. The students would be involved in coordinating events for Brock Days, Orientation Week and the University's participation in a number of community initiatives throughout the year (i.e. VolunteerFest, Unity Games, Rotary TV Auction, Brock Bowls for Kids, Canadian Blood Services Blood Drives, Clothing and Food Drives, etc.) The students are responsible for the recruitment, tracking and retention of volunteers as well as the coordination and execution of community outreach initiatives. The students are also responsible for the ongoing development of volunteer resources and tools for use throughout the year.

Off-Campus Living Assistants- Off-Campus Living & Neighbourhood Relations

Brock University has a long-standing commitment to community engagement and to helping students to be active, civic-minded leaders in Niagara and beyond. Guided by professional and para-professional staff, the *Off-Campus Living Assistant* works as part of a team of students to provide service and support for Brock University and Niagara College students who live off-campus, a population that exceeds 12, 000 students. The Student Assistants aid the general operations of Brock's Off-Campus Living & Neighbourhood Relations office. This includes: ongoing communication and correspondence with landlords, students, and local residents; using a database and website to maintain accurate listings of available student accommodations and helping students conduct informed housing searches; assisting off-campus students to resolve landlord/tenant, housemate/housemate and neighbour/neighbour concerns that may arise; developing programs and involvement opportunities that focus on community spirit and civic-engagement for students living off-campus.

Student Leadership & Innovation Commons (SLIC) Educators – Student Leadership & Engagement

The Student Leadership and Innovation Commons Educators are responsible for providing a welcoming and resourceful presence for a diverse student leader body that uses the Student Leadership Innovation Commons as part of their commitment to leadership development at Brock University. The SLIC educators or SLICE team help to build a community in SLIC by helping to form relationships and connections among student leaders, faculty and the general Brock community. The SLICE team initiates programming that supports the needs of individual student leaders and club/organizations, performs administrative tasks to ensure the smooth operation of SLIC and creates a culture of social innovation that enhances the goals and vision of SLIC.

Student Life & Community Experience Administrators

Working out of the DeCew office, the Student Administrator position is responsible for the administrative functions of the office of Student Life and Community Experience (SLCE). The Student Administrator acts as the face of SLCE to Brock community members and stakeholders while completing such tasks as staff coordination, scheduling, email and phone correspondence and administrative tasks as necessary.