

WORK @ CALUMET AND STONG COLLEGES



2017-2018 EMPLOYMENT OPPORTUNITIES

Calumet and Stong Colleges are hiring students for 2017-2018. Positions are available Fall/Winter (September – April) academic terms. Following, you will find detailed job descriptions, including instructions on applying.

Our Colleges aim to support students with a variety of programs by creating a community of learning that focuses on student success through peer mentorship, leadership and development, and peer assisted learning.

PLEASE NOTE ALL POSITIONS ARE PENDING APPROVAL!



LIST OF EMPLOYMENT OPPORTUNITIES

COORDINATOR, NEW STUDENT TRANSITION (WS)	2
<i>Fall/Winter: 1 Position</i>	2
Mandatory Training and Work Dates:	2
COORDINATOR, PEER ASSISTED STUDY SESSIONS (PASS).....	4
<i>Fall/Winter: 1 Position</i>	4
Mandatory Training and Work Dates:	4
COORDINATOR, COURSE REPRESENTATIVES.....	6
<i>Fall/Winter: 1 Position</i>	6
Mandatory Training and Work Dates:	6
COORDINATOR, INDIGENOUS CIRCLE (WS).....	8
<i>Fall/Winter: 1 Position</i>	8
Mandatory Training and Work Dates:	8
OFFICE ASSISTANT, OFFICES OF THE MASTERS, CALUMET & STONG COLLEGES (WS)	10
<i>Fall/Winter: 1 Position</i>	10
Mandatory Training and Work Dates:	10
CALUMET AND STONG COLLEGES LEADERSHIP COACHES (WS).....	12
<i>Fall/Winter: Multiple Positions</i>	12
Mandatory Training and Work Dates:	12
COORDINATOR, CAREER EXPLORATION (WS).....	14
<i>Fall/Winter: 1 Position</i>	14
Mandatory Training and Work Dates:	14
COORDINATOR, AGENTS OF CHANGE (WS).....	16
<i>Fall/Winter: 1 Position</i>	16
Mandatory Training and Work Dates:	16
APPLICATION DETAILS AND DEADLINE FOR ALL POSITIONS	18

COORDINATOR, NEW STUDENT TRANSITION (WS)

Fall/Winter: 1 Position

Up to 5 hours/week @ \$12.00/hour

MANDATORY TRAINING AND WORK DATES:

- Work Study Orientation: TBA

TRAINING & PROFESSIONAL DEVELOPMENT OPPORTUNITIES – STRONGLY ENCOURAGED

- Foundational Peer Leadership Training
- Advanced Peer Leadership Training

POSITION SUMMARY

Reporting to the Student Success Coordinators, the New Student Transition Coordinator will support the development and delivery of York Orientation events for Calumet and Stong Colleges (academic orientation). The incumbent will work on the executive committee with the Masters' team, YU START Leaders, students and internal and external partners to create an engaging and meaningful program, helping new students develop a sense of belonging and excitement about the Calumet, Stong and York University communities.

HOW WILL YOU BENEFIT?

- ✓ Opportunity to develop your leadership skills in the areas of planning, operation, and assessment
- ✓ Work collaboratively with the Masters' Offices team, Office of Student and Academic Services (OSAS) and key student leaders including Calumet and Stong Presidents, O-Chairs and YU START Leaders.
- ✓ Apply your leadership skills to the development of a unique and important student program
- ✓ Gain personal and professional development through formal and informal mentoring by faculty and staff
- ✓ Opportunity to demonstrate organizational abilities, time management skills and leadership qualities

POSITION RESPONSIBILITIES

A. Development and Training

- Reviews all Calumet and Stong Colleges materials related to York Orientation events (academic orientation), Alf Lizzio's *Five Senses of Student Success* and any documents related to new student transition
- Meets with Calumet and Stong Colleges leaders (Masters, Student Success Coordinators, administrators and student leaders) to gain an understanding of new student transition, student success, including the vision and work currently being undertaken within the colleges

B. Communication and Administration

- Supports New Student Transition activities including communication with the Calumet and Stong Colleges Student Government/Council, Office of Student and Academic Services and the Centre for Student Success regarding Parent Orientation, Academic and Social Orientation planning and centralized orientation activities
- Communicates with college administrators and faculty members and attends all Masters' Offices team meetings as required

- Actively participates and contributes to the Colleges social media channels by posting, liking, commenting, tweeting and re-tweeting on Facebook and Twitter
- Updates and maintains the policy and procedure manuals.

C. Program Management

- Supports New Student Transition activities including program design, implementation and evaluation of academic orientation programming for Calumet and Stong Colleges
- Utilizes Alf Lizzio's *Five Senses of Student Success* model as a guiding conceptual framework and is informed by York's pan-university academic orientation plan
- Supports New Student Transition with planning and delivering training to student leaders and teams for York University academic orientation ensuring events are planned, organized, effectively facilitated, and evaluated based on the achievements of pre-determined learning outcomes
- Supports New Student Transition with the creation of a marketing plan outlining goals, strategies, targets, pricing etc. for academic orientation.
- Supports New Student Transition with the development of an evidence based and theory/research informed First Year Series

CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Must be a student affiliated with Stong College or Calumet College
- ✓ Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- ✓ Superior written and communication skills
- ✓ Excellent organizational skills
- ✓ Demonstrates leadership abilities in peer leading situations
- ✓ Experience with social programming, implementation and evaluation
- ✓ Demonstrated participation in and/or knowledge of student success programs at Calumet and Stong Colleges is required

COORDINATOR, PEER ASSISTED STUDY SESSIONS (PASS)

Fall/Winter: 1 Position

Up to 10 hours/week @ \$12.00/hour

MANDATORY TRAINING AND WORK DATES:

- Work Study Orientation: TBD

TRAINING & PROFESSIONAL DEVELOPMENT OPPORTUNITIES – STRONGLY ENCOURAGED

- Foundational Peer Leadership Training
- Advanced Peer Leadership Training

POSITION SUMMARY

The Peer-Assisted Study Sessions (PASS) program involves upper level, academically successful students who facilitate study sessions in historically challenging courses. The PASS program is designed to enrich learning, thereby strengthening students' study skills and building academic success. PASS sessions focus on the process of learning as opposed to specific course content and are conducted as a formal study session in which students review notes, discuss and practice learning and study strategies and develop organizational skills in order to prepare for exams.

In the Fall/Winter 2017-2018 academic term, PASS will be offered for the following courses:

- KINE 2011 - Human Physiology I
- KINE 2031 - Human Anatomy
- KINE 3012 - Biomechanics of Human Movement
- KINE 3030 - Skilled Performance and Motor Learning
- PSYC 1010 – Introduction to Psychology
- PSYC 2020 – Statistical Methods I and II

The Coordinator will be responsible for the planning, organization, implementation and evaluation of the PASS program. Using demonstrated leadership skills, the Coordinator will interact with PASS Leaders, Masters' Offices staff, students as well as internal and external partners to manage the Peer-Assisted Study Sessions program.

HOW WILL YOU BENEFIT?

- ✓ Work collaboratively with the Masters' Offices team and key student leaders.
- ✓ Opportunity to develop your leadership skills in the areas of planning, operation, and assessment
- ✓ Apply your leadership skills to the development of a unique and important student program
- ✓ Gain personal and professional development from formal and informal mentoring by faculty and staff
- ✓ Opportunity to demonstrate organizational abilities, time management skills and leadership qualities

POSITION RESPONSIBILITIES

A. Development and Training

- Reviews all materials related to the PASS Program
- Meets with Calumet and Stong Colleges leaders (Masters, staff leaders and student leaders) to gain an understanding of the background of the PASS program, the vision and the work currently being undertaken within the Colleges

B. Communication and Administration

- Liaises with the Colleges administration and faculty members and attends all Masters' Offices team meetings as required
- Assists in analyzing the effectiveness and quality of all aspects of the program, e.g. evaluation forms, attendance sheets, grades of participants
- Actively participates and contributes to the Colleges social media channels by posting, liking, commenting, tweeting and re-tweeting on Facebook and Twitter
- Maintains a policy and procedure manual related to the PASS program
- Maintains a comprehensive set of records.

C. Program Management

- Arranges facilities for training sessions and meetings
- Coordinates the schedule of the PASS program
- Identifies strengths and weakness of the current PASS program and makes recommendations to increase the overall quality of the program
- Promotes the PASS program
- Monitors and updates the Facebook groups for the courses being offered
- Prepares resources for PASS leaders

CORE COMPETENCIES

- ✓ B+ academic standing with a minimum of 60 credits completed
- ✓ Meets eligibility criteria for a CLAY position (<http://sfs.yorku.ca/employment>)
- ✓ Experience with and involvement in the PASS program are assets
- ✓ Excellent interpersonal skills
- ✓ Demonstrated leadership abilities in peer leading situations
- ✓ Superior organizational skills
- ✓ Knowledge of Survey Monkey and/or MachForms (or desire to learn)
- ✓ Computing competency with basic spreadsheets (excel), word processing, PowerPoint/Prezi and knowledge of social media an asset

COORDINATOR, COURSE REPRESENTATIVES

Fall/Winter: 1 Position

Up to 10 hours/week @ 12/hour

MANDATORY TRAINING AND WORK DATES:

- Work Study Orientation: TBD

TRAINING & PROFESSIONAL DEVELOPMENT OPPORTUNITIES – STRONGLY ENCOURAGED

- Foundational Peer Leadership Training
- Advanced Peer Leadership Training

POSITION SUMMARY

Course Representatives (CRs) are student leaders in Faculty of Health courses who support the transition and development of their peers through classroom announcements, organizing study groups and soliciting feedback from students regarding the course experience. Classroom announcements occur every week, are 2-3 minutes in length and where possible, incorporate REEF to encourage participation and collect data regarding content. Facebook groups will be used to organize study groups and provide an outlet for students to voice their feedback. The Coordinator for the Course Representatives Program will meet with Course Representatives on a biweekly or monthly basis to brainstorm and facilitate their professional development. The Coordinator will also map out and create content for classroom announcement presentations.

HOW WILL YOU BENEFIT?

- ✓ Work collaboratively with the Masters' Offices team and key student leaders.
- ✓ Opportunity to develop your leadership skills in the areas of planning, operation, and assessment
- ✓ Apply your leadership skills to the development of a unique and important student program
- ✓ Gain personal and professional development from formal and informal mentoring by faculty and staff
- ✓ Opportunity to demonstrate organizational abilities, time management skills and leadership qualities

POSITION RESPONSIBILITIES

A. Development and Training

- Reviews all Calumet and Stong Colleges materials related to the Course Representative Program
- Meets with Calumet and Stong Colleges leaders (Master, staff leaders and student leaders) to gain an understanding of the background of the existing peer mentorship programs, the vision and the work currently being undertaken within the Colleges

B. Communication and Administration

- Liaises with other resources available at York for student writing such as the Learning Commons at Scott Library, the Writing Centre and Learning Skills through Counseling Disabilities Service (CDS)
- Communicates with college administration and faculty members and attends all Masters' Offices team meetings as required
- Assists in analyzing the effectiveness of the program, e.g. evaluation forms, reflection exercises
- Actively participates and contributes to the Colleges social media channels by posting, liking, commenting, tweeting and re-tweeting on Facebook and Twitter

- Maintains a policy and procedure manual
- Maintains comprehensive set of records
- Consistently acts as a role model by abiding by the Student Code of Conduct; takes a proactive approach in building a community based on mutual respect, consideration and open-mindedness

C. Program Management

- Manages groups of Course Representatives, creates meeting agendas, facilitates team meetings and develops tracking procedures
- Develops classroom announcements and corresponding iClicker questions for Course Representatives
- Develops content maps for year 2 of the Course Representative program
- Creates a manual of existing policies and procedures for the Course Representative Program.

CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for a CLAY position (<http://sfs.yorku.ca/employment>)
- ✓ A commitment to student engagement, learning and peer mentorship
- ✓ Excellent interpersonal and organizational skills
- ✓ Demonstrated leadership abilities in peer leading situations
- ✓ Superior organizational skills
- ✓ Computing competency with basic spreadsheets (excel), word processing and knowledge of PowerPoint is required
- ✓ Experience in program design or policy planning is an asset
- ✓ Knowledge of Survey Monkey, MachForms and/or Event Brite (or desire to learn) is an asset
- ✓ Demonstrated participation in and/or knowledge of student success programs at Calumet and Stong Colleges is required

COORDINATOR, INDIGENOUS CIRCLE (WS)

Fall/Winter: 1 Position

Up to 5 hours/week @ 12.00/hour

MANDATORY TRAINING AND WORK DATES:

- Work Study Orientation: TBD

TRAINING & PROFESSIONAL DEVELOPMENT OPPORTUNITIES – STRONGLY ENCOURAGED

- Foundational Peer Leadership Training
- Advanced Peer Leadership Training

POSITION SUMMARY

The Indigenous Circle Coordinator is a student leader who supports the Indigenizing of Calumet & Stong Colleges in the Faculty of Health.

Reporting to the Administrative & Events Coordinator, the Indigenous Circle Coordinator will support various initiatives throughout the academic year to raise awareness of issues facing the Indigenous Community and to create educational opportunities for students, staff and faculty.

HOW WILL YOU BENEFIT?

- ✓ Work collaboratively with the Masters' Offices team and key student leaders.
- ✓ Opportunity to develop your leadership skills in the areas of planning, operation, and assessment
- ✓ Apply your leadership skills to the development of a unique and important student program
- ✓ Gain personal and professional development from formal and informal mentoring by faculty and staff
- ✓ Opportunity to demonstrate organizational abilities, time management skills and leadership qualities

POSITION RESPONSIBILITIES

A. Development and Training

- Attends foundational peer leadership training on August 14, 15 or 16
- Participates in mandatory training and office orientation in August (Date TBD)
- Reviews all Calumet and Stong Colleges materials related to past Indigenous events and initiatives
- Meets with Calumet and Stong Colleges leaders (Master, staff leaders and student leaders) to gain an understanding of the vision and the work currently being undertaken within the Colleges to become fully Indigenized
- Attends regular (weekly) update meetings with the Masters and professional development sessions

B. Communication and Administration

- Liaises with the Centre for Aboriginal Student Services and student organizations
- Communicates with college administration and faculty members and attends all Masters' Offices team meetings as requested.
- Assists in analyzing the effectiveness of the program, e.g., evaluation forms, reflection exercises, etc.

- Actively participates and contributes to the Colleges social media channels by posting, liking, commenting, tweeting or re-tweeting on Facebook and Twitter
- Maintains a policy and procedure manual related to the Indigenous Circle
- Maintains a comprehensive set of records.
- Consistently acts as a role model by abiding by the Student Code of Conduct; takes a proactive approach in building a community based on mutual respect, consideration and open-mindedness.

CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- ✓ A commitment to student engagement, learning and peer mentorship
- ✓ Excellent interpersonal and organizational skills
- ✓ Demonstrated leadership abilities in peer leading situations
- ✓ Superior organizational skills
- ✓ Computing competency with basic spreadsheets (excel), word processing and knowledge of PowerPoint is required
- ✓ Experience in program design or policy planning is an asset
- ✓ Knowledge of Survey Monkey, MachForms and/or Event Brite (or desire to learn) is an asset
- ✓ Demonstrated participation in and/or knowledge of student success programs at Calumet and Stong Colleges is required
- ✓ PLEASE NOTE: Preference will be given to candidates with strong ties to the Indigenous Community in Canada

OFFICE ASSISTANT, OFFICES OF THE MASTERS, CALUMET & STONG COLLEGES (WS)

Fall/Winter: 1 Position

Up to 5 hours/week @ 12.00/hour

MANDATORY TRAINING AND WORK DATES:

- Work Study Orientation: TBD

TRAINING & PROFESSIONAL DEVELOPMENT OPPORTUNITIES – STRONGLY ENCOURAGED

- Foundational Peer Leadership Training
- Advanced Peer Leadership Training

POSITION SUMMARY

The Office Assistant, Office of the Masters', Calumet & Stong College will report to the Administrative and Events Coordinator, Calumet & Stong Colleges. They will support the administrative activities of both colleges as well as assist with Calumet & Stong Colleges events.

HOW WILL YOU BENEFIT?

- ✓ Work collaboratively with the Masters' Offices team and key student leaders.
- ✓ Opportunity to develop your leadership skills in the areas of planning, operation, and assessment
- ✓ Apply your leadership skills to the development of a unique and important student program
- ✓ Gain personal and professional development from formal and informal mentoring by faculty and staff
- ✓ Opportunity to demonstrate organizational abilities, time management skills and leadership qualities

POSITION RESPONSIBILITIES

A. Development and Training

- Attends foundational peer leadership training on August 14, 15 or 16
- Participates in mandatory training and office orientation in August (Date TBD)
- Attends regular (weekly) update meetings with the Masters and professional development sessions

B. Communication and Administration

- Communicates with college administration and faculty members and attends all Masters' Offices team meetings as requested.
- Provides clerical support for all Masters' Offices events
- Provides clerical support for day-to-day Masters' Offices administrative functions
- Actively participates and contributes to the Colleges social media channels by posting, liking, commenting, tweeting or re-tweeting on Facebook and Twitter
- Maintains a policy and procedure manual related to the position
- Maintains a comprehensive set of records
- Consistently acts as a role model by abiding by the Student Code of Conduct; takes a proactive approach in building a community based on mutual respect, consideration and open-mindedness

- Maintains administrative and event manuals and adhoc “cook books”

CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- ✓ A commitment to student engagement, learning and peer mentorship
- ✓ Excellent interpersonal and organizational skills
- ✓ Demonstrated leadership abilities in peer leading situations
- ✓ Superior organizational skills
- ✓ Computing competency with basic spreadsheets (excel), word processing and knowledge of PowerPoint is required
- ✓ Knowledge of Survey Monkey, MachForms and/or Event Brite (or desire to learn) is an asset
- ✓ Demonstrated participation in and/or knowledge of student success programs at Calumet and Stong Colleges is required

CALUMET AND STONG COLLEGES LEADERSHIP COACHES (WS)

Fall/Winter: Multiple Positions

Up to 5 hours/week @ 12.00/hour

MANDATORY TRAINING AND WORK DATES:

- Work Study Orientation: TBD

TRAINING & PROFESSIONAL DEVELOPMENT OPPORTUNITIES – STRONGLY ENCOURAGED

- Foundational Peer Leadership Training
- Advanced Peer Leadership Training

POSITION SUMMARY

Leadership Coaches are undergraduate students that are trained to lead and facilitate Peer Leadership training for their fellow Peer Leaders and other Faculty of Health students. They will be required to attend the initial training, which will allow them to become familiar with the expectations, responsibilities, and other logistics related to their role. Leadership Coaches will also be required to attend bi-weekly meetings where they will get an opportunity to reflect on practice, lead a 30-minute mock training session, and get feedback from their fellow Leadership Coaches, Student Development Assistant, and the College Masters. Leadership Coaches will be provided workshop materials, such as PowerPoint Presentation, Facilitation Guide and handouts in advance to prepare for the training sessions. They will also help prepare some training modules and/or make changes to them based on feedback from Peer Leaders, Student Development Assistant and the College Masters.

HOW WILL YOU BENEFIT?

- ✓ Work collaboratively with the Masters' Offices team and key student leaders.
- ✓ Opportunity to develop your leadership skills in the areas of planning, operation, and assessment
- ✓ Apply your leadership skills to the development of a unique and important student program
- ✓ Gain personal and professional development from formal and informal mentoring by faculty and staff
- ✓ Opportunity to demonstrate organizational abilities, time management skills and leadership qualities
- ✓ Opportunity to develop independent critical thinking and communication skills
- ✓ Develop leadership skills via hands-on activities and experiential learning at workshops, team meetings, and other training sessions.
- ✓ Increased knowledge of peer leadership theories, training modules, the art of facilitation and leading workshops/training sessions, and providing and receiving constructive feedback

POSITION RESPONSIBILITIES

- Mandatory attendance at training sessions.
- Connect with the Colleges' Student Development Assistant and/or Masters, to review workshop material in advance of your meetings and training sessions.

- Meet with your Leadership Coaches team for 2.5 hours bi-weekly.
In your meetings, you will:
 - Self-reflect on previous week's training module.
 - Present content and facilitate activities of the upcoming training module in 30 minutes.
 - Receive feedback from the team on what went well and what could be improved in your presentation and facilitation skills.
 - Provide feedback to fellow Leadership Coaches on their presentation and facilitation skills.
- Facilitate at least 2 Leadership workshops/sessions, 1-1.5 hours each, on a weekly basis.
 - Topics will be provided by the Office of the Master and informed by the needs of the undergraduate students and Peer Leaders primarily in the Faculty of Health.
 - Examples of the workshop topics: Communication (Public Speaking), Self-Care, Technical training (Using Word & Excel), Confidentiality and Ethics, etc.
- Facilitate training modules at FPLT and APLT (as needed).
- Observe training sessions led by your fellow Leadership Coaches, once a week and provide feedback.
- Work alongside the team to develop future training modules.
- Complete end-of-year survey to provide feedback regarding your experience.

CORE COMPETENCIES

To be considered, you must meet the following requirements:

- A minimum of B+ academic standing (cumulative GPA)
- Meet the eligibility criteria, and have your Student Financial Profile approved, for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Superior interpersonal and communication (oral and written) skills
- Excellent organizational and time management skills
- Previous training, coaching and/or facilitation experience would be preferable
- Demonstrated leadership abilities in peer leadership/mentorship situations
- Computing competency with basic spreadsheets (Microsoft Excel), word processing, and knowledge of Microsoft PowerPoint is required
- Demonstrated participation in and/or knowledge of Student Success Programs and/or Student Clubs at Calumet and Stong Colleges would be preferable
- Completion of Calumet & Stong Colleges' Foundational Peer Leadership Training
- Completion of the following Doodle Polls to confirm availability. *The responses to the Doodle Polls should reflect your weekly availability for the Fall Term 2017 – (September – December 2017). Please note that any changes in your schedule resulting in a schedule conflict with the bi-weekly 2.5-hour meetings will result in your forfeiting your position.*
 - Bi-weekly Meetings: <https://doodle.com/poll/e3q6iqxenf3qq4p7>
 - Weekly Workshops: <https://doodle.com/poll/nbk65k4gftt9qd2x>

COORDINATOR, CAREER EXPLORATION (WS)

Fall/Winter: 1 Position

Up to 5 hours/week @ \$12.00/hour

MANDATORY TRAINING AND WORK DATES:

- Work Study Orientation: TBD

TRAINING & PROFESSIONAL DEVELOPMENT OPPORTUNITIES – STRONGLY ENCOURAGED

- Foundational Peer Leadership Training
- Advanced Peer Leadership Training

POSITION SUMMARY

The Career Exploration program is designed to help students explore academic choices and future careers. The Coordinator will be responsible for the planning, organization, implementation and evaluation of the Career Exploration program including the programs flagship event, Careers Matter which brings together York Alumni and students to discuss career goals and paths. Using demonstrated leadership skills, the Coordinator will interact with Masters' Offices staff, alumni, faculty, students as well as internal and external partners to manage the Career Exploration program.

HOW WILL YOU BENEFIT?

- ✓ Work collaboratively with the Masters' Offices team and key student leaders.
- ✓ Opportunity to develop your leadership skills in the areas of planning, operation, and assessment
- ✓ Apply your leadership skills to the development of a unique and important student program
- ✓ Gain personal and professional development from formal and informal mentoring by faculty and staff
- ✓ Opportunity to demonstrate organizational abilities, time management skills and leadership qualities

POSITION RESPONSIBILITIES

A. Development and Training

- Reviews all materials related to the Career Exploration Program.
- Meets with Calumet and Stong Colleges leaders (Masters, staff leaders and student leaders) to gain an understanding of the background of the Career Exploration program, the vision and the work currently being undertaken within the Colleges

B. Communication and Administration

- Liaises with the Colleges administration and faculty members and attends all Masters' Offices team meetings as required
- Assists in analyzing the effectiveness and quality of all aspects of the program, e.g., evaluation forms, attendance sheets, grades of participants.
- Actively participates and contributes to the Colleges social media channels by posting, liking, commenting, tweeting and re-tweeting on Facebook and Twitter
- Maintains a policy and procedure manual related to the Career Exploration program
- Maintains a comprehensive set of records

C. Program Management

- Arranges facilities for training, sessions and meetings.
- Identifies strengths and weakness of the current Career Exploration program and makes recommendations in order to increase the overall quality of the program.
- Promotes the Career Exploration program.
- Monitors and updates the Facebook groups for the courses being offered.
- Prepares resources for the Career Exploration program and events

CORE COMPETENCIES

- ✓ B+ academic standing with a minimum of 60 credits completed
- ✓ Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- ✓ Experience with the Career Exploration program an asset
- ✓ Excellent interpersonal skills
- ✓ Demonstrated leadership abilities in peer leading situations
- ✓ Superior organizational skills
- ✓ Knowledge of Survey Monkey and/or MachForms (or desire to learn)
- ✓ Computing competency with basic spreadsheets (excel), word processing, PowerPoint/Prezi and knowledge of social media an asset

COORDINATOR, AGENTS OF CHANGE (WS)

Fall/Winter: 1 Position

Up to 5 hours/week @ \$12.00/hour

MANDATORY TRAINING AND WORK DATES:

- Work Study Orientation: TBD

TRAINING & PROFESSIONAL DEVELOPMENT OPPORTUNITIES – STRONGLY ENCOURAGED

- Foundational Peer Leadership Training
- Advanced Peer Leadership Training

POSITION SUMMARY

The Agents of Change program encourages students to create their own person “Agents of Change Projects”. These initiatives can cover a broad range of categories, including physical, mental, and sexual health, or any of the social determinants of health. Selected projects receive funding from the Faculty of Health to assist with start-up costs. The Coordinator will be responsible for planning, organizing, implementing and evaluating the Agents of Change program. Using demonstrated leadership skills, the Coordinator will interact with Masters’ Offices staff, students, and internal and external partners to manage the Agents of Change program

HOW WILL YOU BENEFIT?

- ✓ Work collaboratively with the Masters’ Offices team and key student leaders.
- ✓ Opportunity to develop your leadership skills in the areas of planning, operation, and assessment
- ✓ Apply your leadership skills to the development of a unique and important student program
- ✓ Gain personal and professional development from formal and informal mentoring by faculty and staff
- ✓ Opportunity to demonstrate organizational abilities, time management skills and leadership qualities

POSITION RESPONSIBILITIES

A. Development and Training

- Reviews all materials related to the Agents of Change Program.
- Meets with Calumet and Stong Colleges leaders (Masters, staff leaders and student leaders) to gain an understanding of the background of the Agents of Change program, the vision and the work currently being undertaken within the Colleges.

B. Communication and Administration

- Liaises with the Colleges administration and faculty members and attends all Masters’ Offices team meetings as requested
- Assists in analyzing the effectiveness and quality of all aspects of the program, e.g. evaluation forms, attendance sheets, grades of participants
- Actively participates and contributes to the Colleges social media channels by posting, liking, commenting, tweeting and re-tweeting on Facebook and Twitter
- Maintains a policy and procedure manual related to the PASS program
- Maintains a comprehensive set of records

C. Program Management

- Arranges facilities for training, sessions and meetings.
- Identifies strengths and weakness of the current Agents of Change program and makes recommendations to increase the overall quality of the program
- Promotes the Agents of Change program
- Monitors and updates the Facebook groups for the courses being offered
- Prepares resources for Agents of Change program

CORE COMPETENCIES

- ✓ B+ academic standing with a minimum of 60 credits completed
- ✓ Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- ✓ Experience with and involvement in the Agents of Change program are assets
- ✓ Excellent interpersonal skills
- ✓ Demonstrated leadership abilities in peer leading situations
- ✓ Superior organizational skills
- ✓ Computing competency with basic spreadsheets (excel), word processing, PowerPoint/Prezi and knowledge of social media an asset

APPLICATION DETAILS AND DEADLINE FOR ALL POSITIONS

All applications are due by or before **Wednesday August 30, 2017** at midnight.

Only successful candidates will be invited to an interview.

To apply for this position please visit <https://health.apps01.yorku.ca/machform/view.php?id=277480> to access the online application form. In ONE pdf document please include the following in your application:

1. Cover letter explaining your interest in this position and why your strengths would make you a suitable candidate for this role. If you are applying for multiple roles at Calumet and Stong Colleges in one session, please tailor your cover letter and resume to your first preference.
2. Resume (max two pages)
3. TWO references. Please include the following for each of your referees: name, surname, organization, relationship to you, phone number and email address.
4. Copy of your co-curricular record outlining your on campus involvement.

FOLLOW UP PROCESS

All applications will be reviewed by the Masters' Offices team. Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Masters' Offices team. Successful applicants will be asked to make a presentation or complete a task related to the position for which they have applied.