

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, INDIGENOUS CIRCLE (WS)	2
<i>Fall/Winter: 1 Position</i>	2
Mandatory Training and Work Dates:.....	2
CALUMET AND STONG COLLEGES LEADERSHIP COACH (WS)	4
<i>Fall/Winter: 1 Positions</i>	4
Mandatory Training and Work Dates:.....	4
COORDINATOR, AGENTS OF CHANGE (WS)	6
<i>Fall/Winter: 1 Position</i>	6
Mandatory Training and Work Dates:.....	6
COORDINATOR, LEADERSHIP & DEVELOPMENT (CLAY)	8
<i>Fall/Winter: 1 Position</i>	8
Mandatory Training and Work Dates:.....	8
COORDINATOR, DESIGN, COMMUNICATIONS and MARKETING (CLAY)	10
<i>Fall/Winter: 1 Position</i>	10
Mandatory Training and Work Dates:.....	10
APPLICATION DETAILS AND DEADLINE FOR ALL POSITIONS	12

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

CALUMET AND STONG COLLEGES LEADERSHIP COACH (WS)

Fall/Winter: 1 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.*

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

COORDINATOR, LEADERSHIP & DEVELOPMENT (CLAY)

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

Calumet and Stong Colleges have developed a number of student success programs. The programs cluster into three main themes: New Student Transition, Leadership and Development and Peer Assisted Learning. This is an opportunity to be part of an innovative program development that is infused by research and current literature on student success. The Coordinator, Leadership & Development will be responsible for further developing several programs including Agents of Change, Career Exploration and New Student Transition/Orientation.

Additionally, the Coordinator will play a role in supporting the student government/council and student associations affiliated with Stong College and Calumet College. The Coordinator will liaise with student groups and identify opportunities for collaboration and maintain a list of events and activities that student groups organize.

The Coordinator, Leadership & Development will also help develop training modules for student leaders. The Coordinator will report to the Student Success Coordinators and Student Development Assistant and will work with the team of student leaders all of whom are forging new paths in student success programs. The Coordinator will be responsible for the development, planning and organization of all Leadership and Development programs.

HOW WILL YOU BENEFIT?

- ✓ Have the opportunity to interact with key staff from some of York's units eg. Office of the Dean, Faculty of Health, Career Centre, York International and the Student Success Centre
- ✓ 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

- Participates in Peer Leadership Training
- Participates in mandatory training and office orientation
- Attends and participates in all new student transition activities
- Reviews all Calumet and Stong College materials as related to Leadership & Development programs
- Meets with Calumet and Stong College leaders (Master, staff leaders and student leaders) to gain an understanding of the background of our new initiatives, our vision and the work currently being undertaken within the Colleges

B. Communication and Administration

- Engages in interactions with key internal and external partners
- Communicates with college administration and faculty members and attends all Masters' Office team meetings as required
- Assists in analyzing the effectiveness of the program eg. evaluation forms, reflection exercises, etc
- Actively participates and contributes to the Colleges social media channels by posting, liking, commenting, tweeting or retweeting on Facebook and Twitter
- Develops a policy and procedure manual related to all Leadership and Development programs
- Maintains a comprehensive set of records

C. Program Management

- Conducts planning for the Agents of Change, Career Exploration and Orientation and executes on plans
- Develops and executes training days, workshops, and opportunities for peer leaders within Calumet and Stong Colleges
- Interacts regularly (bi-weekly) with existing Agents of Change projects
- Develops and maintains event management and project plans for all programs
- Liaises with appropriate partners to schedule workshops, events and activities
- 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 with a minimum of 60 credits completed
- ✓ Meets eligibility criteria for a CLAY position (<http://sfs.yorku.ca/employment>)
- ✓ 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
- ✓ Experience in program design or policy planning is an asset
- ✓ Knowledge of Survey Monkey, MachForms and/or EventBrite is an asset
- ✓ Demonstrated participation in and/or knowledge of student success programs at Calumet & Stong Colleges is required

COORDINATOR, DESIGN, COMMUNICATIONS and MARKETING (CLAY)

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 Design, Communications and Marketing Coordinator will manage the various digital mediums that the Colleges use to communicate with their students (ie. Twitter, Facebook, website, etc). Using demonstrated design, communications and marketing skills, the Coordinator will interact with the Masters' Office staff, student leaders, communication staff in the Faculty of Health, and other partners to develop and maintain Calumet and Stong's Communications Plan. The Coordinator must have exceptional written and verbal communication skills, a strong familiarity with Wordpress and be able to complete work quickly with a focus on quality. The Coordinator must also be well versed in various forms of social media and a great personal interest in the field of communications. The Coordinator must be proficient in Microsoft Word, PowerPoint, InDesign and Photoshop. Videography and photography skills are also an asset. The Coordinator must be a self-starter, juggle multiple tasks, and be able to work as a team member alongside the rest of the Calumet and Stong staff.

HOW WILL YOU BENEFIT?

- ✓ Apply your knowledge and skills related to design, communications and marketing
- ✓ Gain personal and professional development from formal and informal mentoring by faculty and staff
- ✓ Have the opportunity to interact with key academic and administrative staff at York University, Calumet and Stong Colleges while developing your own knowledge and networks
- ✓ Work collaboratively with the Masters' Office teams and key student leaders

POSITION RESPONSIBILITIES

A. Development and Training

- Participates in Peer Leadership Training
- Participates in mandatory training and office orientation
- Attends and participates in all new student transition activities
- Reviews all Calumet and Stong College materials as related to Leadership & Development programs
- Meets with Calumet and Stong College leaders (Master, staff leaders and student leaders) to gain an understanding of the background of our new initiatives, our vision and the work currently being undertaken within the Colleges

B. Communication and Administration

- Attends all Masters' Office team meetings as required
- Works with the Masters' Office team, student leaders and internal and external partners to prepare and present a comprehensive plan for improving communications and marketing at Calumet & Stong Colleges
- Contributes to the development of the Communication Strategy for Calumet and Stong, their programs and events
- Works collaboratively with the leaders of our Student Success programs to ensure those programs have a communication plan, such as posters, web presence, Colleges profile on the Faculty of Health website
- 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 with a minimum of 60 credits completed
- ✓ Meets eligibility criteria for a CLAY position (<http://sfs.yorku.ca/employment>)
- ✓ Excellent interpersonal skills
- ✓ Demonstrated leadership abilities in peer leading situations
- ✓ Superior organizational skills

APPLICATION DETAILS AND DEADLINE FOR ALL POSITIONS

All applications are due by or before **Wednesday October 25, 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=308426> 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.