

2018 – 2019 Student Employment Opportunities

## WORK AT CALUMET AND STONG COLLEGES



**Calumet and Stong Colleges are hiring students for 2018-2019. Positions are available for Summer (May – August) and Fall/Winter (September – April) academic terms. Following, you will find detailed job descriptions, including instructions on applying.**

**Vision:** Inspiring learning, leadership and citizenship.

**Mission:** A college community committed to an engaged student experience through high-quality and collaborative academic support, leadership development and recognition of achievement.

**Values:** Student-centric, Collaborative, Mentorship, Engagement, Bold

**PLEASE NOTE ALL POSITIONS ARE PENDING APPROVAL!**

Websites: [calumet.yorku.ca](http://calumet.yorku.ca) OR [www.yorku.ca/stong/](http://www.yorku.ca/stong/)  
Questions, please email: [schhelp@yorku.ca](mailto:schhelp@yorku.ca)



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# COORDINATOR, AGENTS OF CHANGE

## SUMMER: 1 POSITION

Up to 15 hours/week @ \$14.00/hour

## FALL/WINTER: 1 POSITION

Up to 10 hours/week @ \$14.00/hour

### 1. Job Description

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. Reporting to the Student Success Coordinator, the Agents of Change Coordinator is responsible for planning, organizing, implementing and evaluating the Agents of Change program.

Through this role, the Agents of Change Coordinator will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

### Organizational Status

This position reports directly to the Student Success Coordinator and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Student Success Coordinators, the Student Development Assistant, the Events & Administrative Coordinator and student organizations.

### Work Performed – Basic Duties and Responsibilities:

- Reviews all Calumet and Stong Colleges materials related to the Agents of Change program
- Meets with Calumet and Stong Colleges leaders (Heads, 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.
- Conducts literature searches and environmental scans and writes reports related to the Agents of Change program
- Communicates with colleges administration and faculty members and attends all Calumet College and Stong College 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 or re-tweeting on Facebook and Twitter
- Maintains and updates a policy and procedure manual related to the Agents of Change program
- Participates in mandatory training and office orientation
- Maintains and updates 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events
- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible

- Promotes the Agents of Change program through various channels
- Completes other duties as assigned.

## 2. Qualifications:

### *Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Preference will be given to students with experience and involvement with the Agents of Change program
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who are actively engaged in the Calumet & Stong Colleges' community

### *Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Excellent interpersonal and organizational skills
- Demonstrated leadership abilities in peer leading situations
- Computing competency with basic spreadsheets (Excel), word processing, knowledge of PowerPoint or Prezi is an asset
- Experience in program design 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
- Knowledge of York's services and resources for students and of campus life.
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates organizational and time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

## 3. Personal and Professional Development:

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

## 4. Student Learning Components:

### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook

- All CLAY students attend regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students to discuss their projects, share their accomplishments, problem-solve any difficulties, contribute ideas, provide constructive feedback and look for synergies across positions

*Feedback, Ongoing Support and Reflection*

- The Agents of Change Coordinator will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- Regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students enables the Agents of Change Coordinator to discuss their projects, gather feedback on projects, propose initiatives, discuss challenges and receive input from all attendees as well as discuss overlaps and synergies across positions
- The Agents of Change Coordinator will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

*Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)
- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.

*Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Experience working with the York community and developing self-reflection, goal-setting, interpersonal, communication, public speaking, and presentation skills
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and troubleshooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving

# COORDINATOR, ALUMNI, FELLOWS & CAREER EXPLORATION

## SUMMER: 2 POSITIONS

Up to 15 hours/week @ \$14.00/hour

## FALL/WINTER: 2 POSITIONS

Up to 10 hours/week @ \$14.00/hour

### 1. Job Description

The Alumni, Fellows & Career Exploration Coordinator is a student leader who supports the development and implementation of student success programming to support Alumni, Fellows & Career Exploration in Calumet and Stong Colleges. Reporting to the Student Development Assistant, the Alumni, Fellows & Career Exploration Coordinator will support various initiatives throughout the academic year, develop and maintain a database of alumni and fellow contacts and support various Career Exploration events. This position will also support the development and implementation of an alumni and fellows strategy for Calumet and Stong Colleges and engage in research activities as needed.

Through this role, the Alumni, Fellows & Career Exploration Coordinator will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

### Organizational Status

This position reports directly to the Student Development Assistant and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Faculty of Health Dean's Office, the Student Success Coordinators, the Events & Administrative Coordinator, the Career Centre, the Office of Alumni Engagement and student organizations.

### Work Performed – Basic Duties and Responsibilities:

- Reviews all Calumet and Stong Colleges materials related to past Alumni, Fellows & Career Exploration initiatives
- Conducts literature searches and environmental scans and writes reports related to Alumni and Fellows engagement and Career Exploration
- Communicates with college administration and faculty members and attends all Calumet College and Stong College Offices' team meetings as required
- Assists in analyzing the effectiveness of the Alumni, Fellows & Career Exploration program and initiatives e.g., evaluation forms, reflection exercises, etc.
- Works with the Calumet & Stong Colleges' Office team, student leaders and internal and external partners to prepare and present a comprehensive plan for engaging alumni and fellows within Calumet and Stong Colleges.
- Actively participates and contributes to the Colleges social media channels by posting, liking, commenting, tweeting or re-tweeting on Facebook and Twitter



- Maintains and updates a policy and procedure manual related to the Alumni, Fellows & Career Exploration program
- Participates in mandatory training and office orientation
- Maintains and updates 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events
- Drafts communications and marketing text as requested
- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible
- Completes other duties as assigned

## **2. Qualifications:**

### *Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who are actively engaged in the Calumet & Stong Colleges' community

### *Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Excellent interpersonal and organizational skills
- Demonstrated leadership abilities in peer leading situations
- Computing competency with basic spreadsheets (Excel), word processing and knowledge of PowerPoint/Prezi is required
- Experience in program design 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
- Knowledge of York's services and resources for students and of campus life.
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates organizational and time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Experience balancing multiple projects is an asset
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

## **3. Personal and Professional Development:**

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these



experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

#### **4. Student Learning Components:**

##### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook
- All CLAY students attend regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students to discuss their projects, share their accomplishments, problem-solve any difficulties, contribute ideas, provide constructive feedback and look for synergies across positions

##### *Feedback, Ongoing Support and Reflection*

- The Alumni, Fellows & Career Exploration Coordinator will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- Regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students enables the Alumni, Fellows & Career Exploration Coordinator to discuss their projects, gather feedback on projects, propose initiatives, discuss challenges and receive input from all attendees as well as discuss overlaps and synergies across positions
- The Alumni, Fellows & Career Exploration Coordinator will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

##### *Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)
- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.

##### *Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and trouble-shooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving

# COORDINATOR, COURSE REPRESENTATIVE PROGRAM

## SUMMER: 3 POSITIONS

Up to 15 hours/week @\$14.00/hour

## FALL/WINTER: 3 POSITIONS

Up to 10 hours/week @ \$14.00/hour

### 1. Job Description

The Course Representative Program Coordinator is a student leader who supports the development and implementation of student success programming to support the transition and development of students in the Faculty of Health. Reporting to the Student Success Coordinator, Course Representative Program Coordinator will support the volunteer Course Representatives who make classroom announcements, organize study groups and solicit feedback from students regarding the course experience. 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.

Through this role, the Course Representative Program Coordinator will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

### Organizational Status

This position reports directly to the Student Success Coordinator and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Student Success Coordinators, the Event & Administrative Coordinator, the Student Development Assistant, the Learning Commons, the Writing Centre, Learning Skills and student organizations.

### Work Performed – Basic Duties and Responsibilities:

- Reviews all Calumet and Stong Colleges materials related to Course Representative Program
- Meets with Calumet and Stong Colleges leaders (Heads of Colleges, 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.
- Communicates with college administration and faculty members and attends all Calumet College and Stong College Offices' team meetings as required.
- 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
- Assists in analyzing the effectiveness of the Course Representative 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 and updates a policy and procedure manual related to the Course Representative Program
- Participates in mandatory training and office orientation
- Maintains and updates 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events
- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible.
- Completes other duties as assigned

## 2. Qualifications:

### *Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who are actively engaged in the Calumet & Stong Colleges' community

### *Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Excellent interpersonal and organizational skills
- Demonstrated leadership abilities in peer leading situations
- Computing competency with basic spreadsheets (Excel), word processing, knowledge of PowerPoint/Prezi 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
- Knowledge of York's services and resources for students and of campus life.
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates organizational and time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

## 3. Personal and Professional Development:

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity

to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

#### **4. Student Learning Components:**

##### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook
- All CLAY students attend regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students to discuss their projects, share their accomplishments, problem-solve any difficulties, contribute ideas, provide constructive feedback and look for synergies across positions

##### *Feedback, Ongoing Support and Reflection*

- The Course Representative Program Coordinator will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- Regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students enables the Course Representative Program Coordinator to discuss their projects, gather feedback on projects, propose initiatives, discuss challenges and receive input from all attendees as well as discuss overlaps and synergies across positions
- The Course Representative Program Coordinator will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

##### *Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)
- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.

##### *Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Experience working with the York community and developing self-reflection, goal-setting, interpersonal, communication, public speaking, and presentation skills
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and troubleshooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving

# COORDINATOR, DESIGN, COMMUNICATIONS & MARKETING

## SUMMER: 2 POSITIONS

Up to 15 hours/week @ \$14.00/hour

## FALL/WINTER: 2 POSITIONS

Up to 10 hours/week @ \$14.00/hour

### 1. Job Description

The Design, Communications & Marketing Coordinator is a student leader who supports and manages the various digital mediums that Calumet and Stong Colleges use to communicate with their students (eg. Twitter, Facebook, website, etc.). Reporting to the Event & Administrative Coordinator, the Design, Communications and Marketing Coordinator will use demonstrated design, communications and marketing skills to provide information to students and promote various events and initiatives and develop and maintain Calumet and Stong Colleges' Communication Plan.

Through this role, the Design, Communications & Marketing Coordinator will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

### Organizational Status

This position reports directly to the Event & Administrative Coordinator and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Student Success Coordinators, the Event & Administrative Coordinator, the Faculty of Health Dean's Office and student organizations.

### Work Performed – Basic Duties and Responsibilities:

- Reviews all Calumet and Stong Colleges materials related to Design, Communications and Marketing
- Meets with Calumet and Stong Colleges leaders (Heads of Colleges, staff leaders and student leaders) to gain an understanding of the vision and the work currently being undertaken within the Colleges
- Communicates with college administration and faculty members and attends all Calumet College and Stong College Offices' team meetings as required.
- Assists in analyzing the effectiveness of the Colleges' Communication Strategy 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 design, communications and marketing
- Participates in mandatory training and office orientation
- Maintains and updates a comprehensive set of records
- 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

- 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.
- Assists in the planning and execution of on-campus events including creating event materials
- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible.
- Completes other duties as assigned

## **2. Qualifications:**

### *Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who are actively engaged in the Calumet & Stong Colleges' community

### *Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Excellent interpersonal and organizational skills
- Demonstrated leadership abilities in peer leading situations
- Computing competency with basic spreadsheets (Excel), word processing (Word) and knowledge of PowerPoint/Prezi is required
- Proficiency in InDesign and Photoshop and movie and photography editing software is required
- Videography and photography skills are also an asset
- Able to conduct photo shoots, video shoots, and design promotional materials using digital media
- Superior written and verbal communication skills
- Strong familiarity with Wordpress, various forms of social media, Vimeo/Youtube channel management and photography management systems as asset
- Strong attention to detail
- Demonstrated participation in and/or knowledge of Student Success Programs at Calumet and Stong Colleges is required
- Knowledge of York's services and resources for students and of campus life.
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates organizational and time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

## **3. Personal and Professional Development:**

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity



to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

#### **4. Student Learning Components:**

##### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook
- All CLAY students attend regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students to discuss their projects, share their accomplishments, problem-solve any difficulties, contribute ideas, provide constructive feedback and look for synergies across positions

##### *Feedback, Ongoing Support and Reflection*

- The Design, Communications & Marketing Coordinator will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- Regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students enables the Design, Communications & Marketing Coordinator to discuss their projects, gather feedback on projects, propose initiatives, discuss challenges and receive input from all attendees as well as discuss overlaps and synergies across positions
- The Design, Communications & Marketing Coordinator will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

##### *Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)
- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.

##### *Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Experience working with the York community and the Indigenous Community and developing self-reflection, goal-setting, interpersonal, communication, public speaking, and presentation skills
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and troubleshooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving



# COORDINATOR, INDIGENOUS CIRCLE

## SUMMER: 1 POSITION

Up to 15 hours/week @ \$14.00/hour

## FALL/WINTER: 1 POSITION

Up to 10 hours/week @ \$14.00/hour

### 1. Job Description

The Indigenous Circle Coordinator is a student leader who supports the development and implementation of student success programming to support Indigenous students and supports the Indigenizing of Calumet & Stong Colleges in the Faculty of Health. Reporting to the Student Development Assistant, 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.

Through this role, the Indigenous Circle Coordinator will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

### Organizational Status

This position reports directly to the Student Development Assistant and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Student Success Coordinators, the Event & Administrative Coordinator, the Centre for Aboriginal Student Services and student organizations.

### Work Performed – Basic Duties and Responsibilities:

- Reviews all Calumet and Stong Colleges materials related to past Indigenous events and initiatives
- Meets with Calumet and Stong Colleges leaders (Heads of Colleges, 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
- Conducts literature searches and environmental scans and writes reports related to the Indigenous communities around the world (with an emphasis on Canada and the Canadian context), and how to Indigenize Calumet and Stong Colleges
- Connects and communicates with Indigenous communities and plans and organizes initiatives and events related to the Indigenous community and Indigenizing Calumet and Stong Colleges
- Builds a network of people (students, staff, faculty, leaders, activists, etc..) and organizations that are either Indigenous, support the Indigenous community and the indigenization of their campuses/organizations, and raise the awareness of the Indigenous history, heritage and culture in society
- Liaises with the Centre for Aboriginal Student Services and student organizations
- Communicates with college administration and faculty members and attends all Calumet College and Stong College Offices' team meetings as required.
- Assists in analyzing the effectiveness of the Indigenous Circle 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 and updates a policy and procedure manual related to the Indigenous Circle

- Participates in mandatory training and office orientation
- Maintains and updates 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events
- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible.
- Completes other duties as assigned

## **2. Qualifications:**

### *Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Preference will be given to students with strong ties to the Indigenous Community in Canada
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who are actively engaged in the Calumet & Stong Colleges' community

### *Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Excellent interpersonal and organizational skills
- Demonstrated leadership abilities in peer leading situations
- 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
- Knowledge and/or sensitivity to issues affecting the Indigenous Community in Canada
- Knowledge of York's services and resources for students and of campus life.
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates organizational and time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

## **3. Personal and Professional Development:**

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity

to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

#### **4. Student Learning Components:**

##### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook
- All CLAY students attend regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students to discuss their projects, share their accomplishments, problem-solve any difficulties, contribute ideas, provide constructive feedback and look for synergies across positions

##### *Feedback, Ongoing Support and Reflection*

- The Indigenous Circle Coordinator will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- Regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students enables the Indigenous Circle Coordinator to discuss their projects, gather feedback on projects, propose initiatives, discuss challenges and receive input from all attendees as well as discuss overlaps and synergies across positions
- The Indigenous Circle Coordinator will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

##### *Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)
- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.

##### *Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Experience working with the York community and the Indigenous Community and developing self-reflection, goal-setting, interpersonal, communication, public speaking, and presentation skills
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and troubleshooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving

# COORDINATOR, LEADERSHIP & DEVELOPMENT

## **SUMMER: 1 POSITION**

Up to 15 hours/week @ \$14.00/hour

## **FALL/WINTER: 2 POSITIONS**

Up to 10 hours/week @ \$14.00/hour

### **1. Job Description**

The Leadership & Development Coordinator is a student leader who supports and facilitates Peer Leadership training for Peer Leaders and other Faculty of Health students. Reporting to the Student Success Coordinator, the Leadership & Development Coordinator works with the Leadership Coaches to plan, create and implement workshop materials and all materials for Foundational Peer Leadership Training (FPLT) and Advanced Peer Leadership Training (APLT).

Through this role, the Leadership Coach will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

### **Organizational Status**

This position reports directly to the Student Development Assistant and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Student Success Coordinators, the Event & Administrative Coordinator, the Centre for Aboriginal Student Services and student organizations.

### **Work Performed – Basic Duties and Responsibilities:**

- Reviews all Calumet and Stong Colleges materials related to Leadership & Development, Foundational Peer Training (FPLT) and Advanced Peer Leadership Training (APLT)
- Meets with Calumet and Stong Colleges leaders (Heads of Colleges, staff leaders and student leaders) to gain an understanding of the vision and the work currently being undertaken within the Colleges
- Creates workshop materials, such as Powerpoint presentations, Facilitation Guides and handouts in advance of scheduled training sessions
- Prepare training modules and/or revise training modules based on the feedback from Peer Leaders, Student Development Assistant and the Heads of Calumet and Stong Colleges
- Participates in Peer Leadership training
- Attendance at training sessions is MANDATORY
- Facilitates a minimum of two (2) Leadership workshops on a weekly basis
- Observes one (1) training session led by a fellow Leadership Coaches on a weekly basis and provides constructive feedback
- Develops future training modules
- Actively participates and contributes to the Colleges social media channels by posting, liking, commenting, tweeting or re-tweeting on Facebook and Twitter
- Maintains and updates a policy and procedure manual related to the Leadership Coaches
- Participates in mandatory training and office orientation
- Maintains and updates 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events
- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible
- Assists in analyzing the effectiveness of the program eg. evaluation forms, reflection exercises, etc
- Liaises with appropriate partners to schedule workshops, events and activities
- Completes other duties as assigned.

## 2. Qualifications:

### *Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who are actively engaged in the Calumet & Stong Colleges' community

### *Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Superior communication (oral and written), interpersonal and organizational skills
- Demonstrated leadership abilities in peer leading situations
- Computing competency with basic spreadsheets (Excel), word processing, knowledge of PowerPoint/Prezi and social media is required
- Experience in program design or policy planning is an asset
- Demonstrated participation in and/or knowledge of Student Success Programs at Calumet and Stong Colleges is required
- Knowledge of York's services and resources for students and of campus life.
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates organizational and time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Previous training, coaching and/or facilitation experience would be preferable
- Knowledge of Survey Monkey, MachForms and/or EventBrite is an asset
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

## 3. Personal and Professional Development:

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

#### **4. Student Learning Components:**

##### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook

##### *Feedback, Ongoing Support and Reflection*

- The Leadership Coach will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- The Leadership Coach will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

##### *Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)
- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.

##### *Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Experience working with the York community and developing self-reflection, goal-setting, interpersonal, communication, public speaking, and presentation skills
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and troubleshooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving



# COORDINATOR, ORIENTATION

## FALL/WINTER: 1 POSITION

Up to 10 hours/week @ \$14.00/hour

### 1. Job Description

The Orientation Coordinator is a student leader who supports the planning and development of all new student orientation events throughout the Academic year for Calumet & Stong Colleges. Reporting to the Student Success Coordinator, the Orientation Coordinator will work with Peer Leaders, campus partners and student organizations to create engaging and informative student programming based on current student success literature and evidence-informed experience of Calumet & Stong Colleges.

Through this role, the Orientation Coordinator will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

### Organizational Status

This position reports directly to the Student Success Coordinator and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Student Success Coordinators, the Event & Administrative Coordinator, campus partners and student organizations.

### Work Performed – Basic Duties and Responsibilities:

- Reviews all Calumet and Stong Colleges materials related to Orientation and new student transition
- Meets with Calumet and Stong Colleges leaders (Heads of Colleges, staff leaders and student leaders) to gain an understanding of the vision and the work currently being undertaken within the Colleges
- Conducts literature searches and environmental scans and writes reports related to new student transition
- Liaises with campus partners and student organizations to establish best practices and innovative approaches to new student transition and student success
- Communicates with college administration and faculty members and attends all Calumet College and Stong College Offices' team meetings as required.
- Assists in analyzing the effectiveness of the Orientation and Student Transition 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 and updates a policy and procedures manual related to Orientation and Transition
- Participates in mandatory training and office orientation
- Maintains and updates 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events



- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible.
- Completes other duties as assigned.

## **2. Qualifications:**

### *Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who have been engaged in Calumet & Stong Colleges' community

### *Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Excellent interpersonal and organizational skills
- Demonstrated leadership abilities in peer leading situations
- 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
- Knowledge and/or sensitivity to issues affecting the Indigenous Community in Canada
- Knowledge of York's services and resources for students and of campus life.
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates organizational and time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

## **3. Personal and Professional Development:**

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

#### **4. Student Learning Components:**

##### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook
- All CLAY students attend regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students to discuss their projects, share their accomplishments, problem-solve any difficulties, contribute ideas, provide constructive feedback and look for synergies across positions

##### *Feedback, Ongoing Support and Reflection*

- The Orientation Coordinator will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- Regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students enables the Orientation Coordinator to discuss their projects, gather feedback on projects, propose initiatives, discuss challenges and receive input from all attendees as well as discuss overlaps and synergies across positions
- The Orientation Coordinator will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

##### *Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)
- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.

##### *Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Experience working with the York community and developing self-reflection, goal-setting, interpersonal, communication, public speaking, and presentation skills
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and troubleshooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving

# COORDINATOR, PASS PROGRAM

## SUMMER: 1 POSITION

Up to 15 hours/week @ \$14.00/hour

## FALL/WINTER: 1 POSITION

Up to 10 hours/week @ \$14.00/hour

### 1. Job Description

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. Reporting to the Student Success Coordinator the PASS Coordinator is responsible for the planning, organization, implementation and evaluation of the PASS program.

Through this role, the PASS Coordinator will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

### Organizational Status

This position reports directly to the Student Success Coordinator and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Student Success Coordinators, the Event & Administrative Coordinator and student organizations.

### Work Performed – Basic Duties and Responsibilities:

- Reviews all Calumet and Stong Colleges materials related to the PASS program
- Meets with Calumet and Stong Colleges leaders (Heads of Colleges, staff leaders and student leaders) to gain an understanding of the vision and the work currently being undertaken within the Colleges
- Conducts literature searches and environmental scans and writes reports related to the PASS program
- Communicates with college administration and faculty members and attends all Calumet College and Stong College Offices' team meetings as required.
- Assists in analyzing the effectiveness of the PASS 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 and updates a policy and procedures manual related to the PASS program
- Participates in mandatory training and office orientation
- Maintains and updates 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events

- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible
- 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 in order 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
- Completes other duties as assigned.

## 2. Qualifications:

### *Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have experience with and involvement in the PASS program
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who are actively engaged in the Calumet & Stong Colleges' community

### *Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Excellent interpersonal and organizational skills
- Demonstrated leadership abilities in peer leading situations
- Computing competency with basic spreadsheets (Excel), word processing and knowledge of PowerPoint/Prezi 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
- Knowledge of York's services and resources for students and of campus life.
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates organizational and time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

## 3. Personal and Professional Development:

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or

further education opportunity. Throughout your Work Study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

#### **4. Student Learning Components:**

##### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook
- All CLAY students attend regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students to discuss their projects, share their accomplishments, problem-solve any difficulties, contribute ideas, provide constructive feedback and look for synergies across positions

##### *Feedback, Ongoing Support and Reflection*

- The PASS Coordinator will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- Regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students enables the PASS Coordinator to discuss their projects, gather feedback on projects, propose initiatives, discuss challenges and receive input from all attendees as well as discuss overlaps and synergies across positions
- The PASS Coordinator will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise

##### *Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)
- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.

##### *Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Experience working with the York community and developing self-reflection, goal-setting, interpersonal, communication, public speaking, and presentation skills
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and trouble-shooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving

# COORDINATOR, PEER HEALTH & WELLNESS EDUCATION

## SUMMER: 1 POSITION

Up to 15 hours/week @ \$14.00/hour

## FALL/WINTER: 1 POSITION

Up to 10 hours/week @ \$14.00/hour

### 1. Job Description

The Health & Wellness Education Coordinator is a student leader who is responsible for educating York University students within Calumet and Stong Colleges on a variety of health topics. Reporting to the Student Success Coordinators the Peer Health and Wellness Educators are expected to work collaboratively to identify the needs of peer leaders, York Students and other College stakeholders as it pertains to health and wellness.

Health and Wellness Peer Health Educators in the College are responsible for leading a group of volunteers and to organize and facilitate weekly team meetings, maintain open and ongoing communication with their team as well as the Student Success Coordinator and coordinate programming (interactive programming, passive programming and social media) that disseminates health information to students and encourages student participation in taking care of their own wellbeing.

Through this role, the Health & Wellness Education Coordinator will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

### Organizational Status

This position reports directly to the Student Success Coordinator and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Student Success Coordinators, the Event & Administrative Coordinator, Peer Health Education and student organizations.

### Work Performed – Basic Duties and Responsibilities:

- Reviews all Calumet and Stong Colleges materials related to Health & Wellness Education
- Meets with Calumet and Stong Colleges leaders (Heads of Colleges, staff leaders and student leaders) to gain an understanding of the vision and the work currently being undertaken within the Colleges
- Conducts literature searches and environmental scans and writes reports related to Health & Wellness Education
- Communicates with college administration and faculty members and attends all Calumet College and Stong College Offices' team meetings as required.
- Assists in analyzing the effectiveness of the Health & Wellness Education 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 and updates a policy and procedures manual related to the Health & Wellness Education Program



- Participates in mandatory training and office orientation
- Maintains and updates a comprehensive set of records
- Expected to create and maintain an accessible and safe environment for volunteers and York University students to learn about their personal health and support the development of personal health goals in partnership with other on and off campus partners
- 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events
- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible
- Participates in MANDATORY health education and promotion training
- Attends and actively participates in all mandatory training sessions and meetings (online and in-person) including Peer Health Educator training and ongoing professional development offered through Calumet and Stong Colleges and the Peer Health Education program
- Maintains strong, ongoing and clear communication with the Student Success Coordinator, health topic teams, and the Peer Health Education Coordinator.
- Organizes and facilitates interactive and engaging programming in conjunction with their team(s), that educates students on various health topics and promotes strategies for setting and achieving personal health goals.
- Provides support, guidance, and direction for volunteers; manages concerns regarding volunteers and refers to the Student Success Coordinator as appropriate.
- Takes lead responsibility for ongoing team development and recognition in conjunction with the Student Success Coordinator
- Organize and facilitate weekly team meetings and provide associated documents in a timely manner
- Ensure that all forms, tracking sheets, and other documents as needed are completed in a timely manner and are accurate.
- Completes other duties as assigned.

## 2. Qualifications:

### *Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who are actively engaged in the Calumet & Stong Colleges' community

### *Skills and Qualifications:*

- Commitment to student engagement, learning and peer mentorship
- Excellent interpersonal and organizational skills
- Demonstrated leadership abilities in peer leading situations
- 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
- Knowledge and/or sensitivity to issues affecting Health & Wellness in Canada
- Knowledge of York's services and resources for students and of campus life



- Passion for health education and promotion
- Demonstrated experience managing teams and projects
- A commitment to student engagement, learning, peer mentorship, and health promotion
- Strong attention to detail and time management skills
- Possess strong event planning and promotion skills
- Demonstrated leadership abilities in peer leading situations
- Possess strong multi-tasking skills and an ability to be flexible with the changing health concerns of members of the Stong and Calumet college communities
- Experience in program design or policy planning is an asset
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

### **3. Personal and Professional Development:**

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

### **4. Student Learning Components:**

#### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook
- All CLAY students attend regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students to discuss their projects, share their accomplishments, problem-solve any difficulties, contribute ideas, provide constructive feedback and look for synergies across positions

#### *Feedback, Ongoing Support and Reflection*

- The Health & Wellness Education Coordinator will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- Regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students enables the Health & Wellness Education Coordinator to discuss their projects, gather feedback on projects, propose initiatives, discuss challenges and receive input from all attendees as well as discuss overlaps and synergies across positions
- The Health & Wellness Education Coordinator will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

*Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)
- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.

*Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Experience working with the York community and developing self-reflection, goal-setting, interpersonal, communication, public speaking, and presentation skills
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and troubleshooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving

## **COORDINATOR, PEER MENTORING PROGRAM**

### **SUMMER: 3 POSITIONS**

Up to 15 hours/week @ \$14.00/hour

### **FALL/WINTER: 3 POSITIONS**

Up to 10 hours/week @ \$14.00/hour

#### **1. Job Description**

The Peer Mentorship Program is designed to foster student engagement, development and academic success while building student leadership capacity through mentorship. Reporting to the Student Success Coordinator, the Peer Mentorship Coordinator will work with student leaders to continue to develop, plan and organize the Peer Mentorship Program.

Through this role, the Peer Mentoring Coordinator will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

### **Organizational Status**

This position reports directly to the Student Success Coordinator and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Student Success Coordinators, the Event & Administrative Coordinator, and student organizations.

### **Work Performed – Basic Duties and Responsibilities:**

- Reviews all Calumet and Stong Colleges materials related to Peer Mentoring
- Meets with Calumet and Stong Colleges leaders (Heads of Colleges, staff leaders and student leaders) to gain an understanding of the vision and the work currently being undertaken within the Colleges
- Conducts literature searches and environmental scans and writes reports related to Peer Mentoring
- Communicates with college administration and faculty members and attends all Calumet College and Stong College Offices' team meetings as required.
- Assists in analyzing the effectiveness of the Peer Mentoring 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 and updates a policy and procedures manual related to Peer Mentoring
- Participates in mandatory training and office orientation
- Maintains and updates 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events
- Liaises with other resources available at York for student writing such as the Learning Commons at Scott Library, the Writing Centre and Learning Skills
- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible
- Completes other duties as assigned.

### **2. Qualifications:**

#### *Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who are actively engaged in the Calumet & Stong Colleges' community

#### *Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Excellent interpersonal and organizational skills
- Demonstrated leadership abilities in peer leading situations
- 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
- Knowledge of York's services and resources for students and of campus life.
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates organizational and time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

### 3. Personal and Professional Development:

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

### 4. Student Learning Components:

#### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook
- All CLAY students attend regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students to discuss their projects, share their accomplishments, problem-solve any difficulties, contribute ideas, provide constructive feedback and look for synergies across positions

#### *Feedback, Ongoing Support and Reflection*

- The Peer Mentoring Coordinator will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- Regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students enables the Peer Mentoring Coordinator to discuss their projects, gather feedback on projects, propose initiatives, discuss challenges and receive input from all attendees as well as discuss overlaps and synergies across positions
- The Peer Mentoring Coordinator will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

#### *Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)
- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.

- Opportunity to learn about, participate, and volunteer in other York activities and events.

*Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Experience working with the York community and developing self-reflection, goal-setting, interpersonal, communication, public speaking, and presentation skills
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and troubleshooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving

## COORDINATOR, PEER TUTORING PROGRAM

### SUMMER: 3 POSITIONS

Up to 15 hours/week @ \$14.00/hour

### FALL/WINTER: 3 POSITIONS

Up to 10 hours/week @ \$14.00/hour

#### 1. Job Description

Peer Tutoring provides academic success support to students enrolled in Faculty of Health courses. Reporting to the Student Success Coordinator, the Peer Tutoring Coordinator is responsible for the planning, organization, implementation and evaluation of the Health Peer Tutor program.

Through this role, the Peer Tutoring Coordinator will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

#### Organizational Status

This position reports directly to the Student Success Coordinator and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Student Success Coordinators, the Event & Administrative Coordinator and student organizations.

**Work Performed – Basic Duties and Responsibilities:**

- Reviews all Calumet and Stong Colleges materials related to Peer Tutoring
- Meets with Calumet and Stong Colleges leaders (Heads of Colleges, staff leaders and student leaders) to gain an understanding of the vision and the work currently being undertaken within the Colleges
- Conducts literature searches and environmental scans and writes reports related to Peer Tutoring
- Communicates with college administration and faculty members and attends all Calumet College and Stong College Offices' team meetings as required.
- Assists in analyzing the effectiveness of the Peer Tutoring 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 and updates a policy and procedures manual related to the Peer Tutoring Program
- Participates in mandatory training and office orientation
- Maintains and updates 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events
- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible
- Liaises with other resources available at York for student academic success such as the Learning Commons at Scott Library, the Writing Centre and Learning Skills
- Supports student clubs and peer tutoring coordinators through weekly meetings and ongoing communication.
- Develops materials for peer tutoring such as training workshops, tracking system, evaluation metrics, tutoring conversation guides, study skill resources, and reflections exercises.
- Plan activities and assists with overall program strategic planning.
- Completes other duties as assigned.

**2. Qualifications:**

*Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who are actively engaged in the Calumet & Stong Colleges' community

*Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Excellent interpersonal and organizational skills
- Teaching, coaching, and/or facilitation experience an asset
- Superior organizational skills
- Experience in program design or policy planning is an asset
- Demonstrated leadership abilities in peer leading situations
- 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
- Knowledge of York's services and resources for students and of campus life.
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates organizational and time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

### **3. Personal and Professional Development:**

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

### **4. Student Learning Components:**

#### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook
- All CLAY students attend regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students to discuss their projects, share their accomplishments, problem-solve any difficulties, contribute ideas, provide constructive feedback and look for synergies across positions

#### *Feedback, Ongoing Support and Reflection*

- The Peer Tutoring Coordinator will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- Regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students enables the Peer Tutoring Coordinator to discuss their projects, gather feedback on projects, propose initiatives, discuss challenges and receive input from all attendees as well as discuss overlaps and synergies across positions
- The Peer Tutoring Coordinator will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

#### *Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)
- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.



- Opportunity to learn about, participate, and volunteer in other York activities and events.

*Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Experience working with the York community and developing self-reflection, goal-setting, interpersonal, communication, public speaking, and presentation skills
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and troubleshooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving

## COORDINATOR, SPECIAL PROJECTS

### SUMMER: 1 POSITION

Up to 15 hours/week @ \$14.00/hour

### FALL/WINTER: 1 POSITION

Up to 10 hours/week @ \$14.00/hour

#### 1. Job Description

Reporting to the Student Success Coordinator, the Special Projects Coordinator is a student leader who is responsible for supporting all special projects for the Student Success team and Calumet and Stong Colleges' Offices. The Special Projects Coordinator will work with a team of student leaders who are forging new paths in student success programs.

Through this role, the Special Projects Coordinator will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

#### Organizational Status

This position reports directly to the Student Success Coordinator and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the

Student Success Coordinators, the Event & Administrative Coordinator, various university partners and student organizations.

**Work Performed – Basic Duties and Responsibilities:**

- Reviews all Calumet and Stong Colleges materials related to student success
- Meets with Calumet and Stong Colleges leaders (Heads of Colleges, staff leaders and student leaders) to gain an understanding of the vision and the work currently being undertaken within the Colleges
- Conducts literature searches and environmental scans and writes reports related student success
- Communicates with college administration and faculty members and attends all Calumet College and Stong College Offices' team meetings as required.
- Assists in analyzing the effectiveness of the student success 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 and updates a policy and procedures manual related to student success programs
- Participates in mandatory training and office orientation
- Maintains and updates 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events
- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible
- Liaises with appropriate partners to develops and maintain event management and project plans
- Completes other duties as assigned.

**2. Qualifications:**

*Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who are actively engaged in the Calumet & Stong Colleges' community

*Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Excellent interpersonal and organizational skills
- Excellent technical skills related to communications
- Computing competency with basic spreadsheets (excel), word processing and PowerPoint/Prezi.
- Experience managing multiple projects is as asset
- Ability to work independently and under pressure while managing competing priorities and deadlines
- Demonstrated leadership abilities in peer leading situations
- 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
- Knowledge of York's services and resources for students and of campus life.
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates organizational and time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

### **3. Personal and Professional Development:**

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

### **4. Student Learning Components:**

#### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook
- All CLAY students attend regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students to discuss their projects, share their accomplishments, problem-solve any difficulties, contribute ideas, provide constructive feedback and look for synergies across positions

#### *Feedback, Ongoing Support and Reflection*

- The Special Projects Coordinator will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- Regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students enables the Special Projects Coordinator to discuss their projects, gather feedback on projects, propose initiatives, discuss challenges and receive input from all attendees as well as discuss overlaps and synergies across positions
- The Special Projects Coordinator will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

#### *Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)
- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.

*Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Experience working with the York community and developing self-reflection, goal-setting, interpersonal, communication, public speaking, and presentation skills
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and troubleshooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving

## EVALUATION AND RESEARCH ASSISTANT, STUDENT SUCCESS

### **SUMMER: 2 POSITION**

Up to 15 hours/week @ \$14.00/hour

### **FALL/WINTER: 2 POSITION**

Up to 10 hours/week @ \$14.00/hour

#### **1. Job Description**

The Evaluation & Research Assistant is a student leader who supports the development of student success programming in Calumet & Stong Colleges. Reporting to the Student Success Coordinator, the Evaluation and Research Assistant supports the design, execution, analysis, and evaluation of the Colleges' student success programs. Evaluation and research tasks may include but are not limited to literature reviews, environmental scans, the design of evaluation instruments, data input, maintaining records, analyzing results, creating assessment reports, and presenting results.

Through this role, the Evaluation & Research Assistant will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

### **Organizational Status**

This position reports directly to the Student Success Coordinator and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Student Success Coordinators, the Event & Administrative Coordinator and student organizations.

### **Work Performed – Basic Duties and Responsibilities:**

- Reviews all Calumet and Stong Colleges materials related to student success programming
- Meets with Calumet and Stong Colleges leaders (Heads of Colleges, staff leaders and student leaders) to gain an understanding of the vision and the work currently being undertaken within the Colleges
- Communicates with college administration and faculty members and attends all Calumet College and Stong College Offices' team meetings as required.
- Assists in analyzing the effectiveness of student success programming, 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 and updates a policy and procedures manual related to Evaluation & Research
- Participates in mandatory training and office orientation
- Maintains and updates 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events
- Conducts literature reviews, environmental scans, designs evaluation instruments, inputs data, maintains records, analyzes results, creates assessment reports and presents results
- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible.
- Completes other duties as assigned.

## **2. Qualifications:**

### *Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who are actively engaged in the Calumet & Stong Colleges' community

### *Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Excellent interpersonal and organizational skills
- Demonstrated leadership abilities in peer leading situations
- 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
- Knowledge of York's services and resources for students and of campus life.

- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates organizational and time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Assists Colleges' Office staff in the design, execution and evaluation of research projects, including literature reviews, surveys, focus groups, data integration and analysis.
- Prepares written, tabular and visual summary reports and/or presentations.
- Manages data collection projects by entering data, transcribing recorded and/or handwritten notes.
- Maintains accurate, organized and ready access records and data sets.
- Prepares written, tabular and visual summary reports and/or presentations
- Strong understanding of research process
- Experience conducting library searches using academic search engines
- Excellent written and oral communication skills
- Ability to work independently with support and guidance from research supervisors

### **3. Personal and Professional Development:**

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

### **4. Student Learning Components:**

#### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook
- All CLAY students attend regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students to discuss their projects, share their accomplishments, problem-solve any difficulties, contribute ideas, provide constructive feedback and look for synergies across positions

#### *Feedback, Ongoing Support and Reflection*

- The Evaluation & Research Assistant will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- Regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students enables the Evaluation & Research Assistant to discuss their projects, gather feedback on projects, propose initiatives, discuss challenges and receive input from all attendees as well as discuss overlaps and synergies across positions
- The Evaluation & Research Assistant will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

#### *Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)



- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.

*Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Experience working with the York community and developing self-reflection, goal-setting, interpersonal, communication, public speaking, and presentation skills
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and troubleshooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving

## LEADERSHIP COACH

### SUMMER: 2 POSITIONS

Up to 15 hours/week @ \$14.00/hour

### FALL/WINTER: 4 POSITIONS

Up to 10 hours/week @ \$14.00/hour

#### 1. Job Description

The Leadership Coach is an undergraduate student who is trained to lead and facilitate Peer Leadership training for their fellow Peer Leaders and other Faculty of Health students. Reporting to the Student Success Coordinator they are required to attend extensive training, which allows them to become familiar with the expectations, responsibilities, and other logistics related to their role. Leadership Coaches are required to attend bi-weekly meetings where they have an opportunity to reflect on practice, lead a 30-minute mock training session, and receive feedback.

Through this role, the Leadership Coach will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

### **Organizational Status**

This position reports directly to the Student Success Coordinator and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Student Success Coordinators, the Event & Administrative Coordinator, the Student Development Assistant, the Leadership & Development Coordinators and student organizations.

### **Work Performed – Basic Duties and Responsibilities:**

- Reviews all Calumet and Stong Colleges materials related to Leadership & Development, Foundational Peer Training (FPLT) and Advanced Peer Leadership Training (APLT)
- Meets with Calumet and Stong Colleges leaders (Heads of Colleges, staff leaders and student leaders) to gain an understanding of the vision and the work currently being undertaken within the Colleges
- Creates workshop materials, such as Powerpoint presentations, Facilitation Guides and handouts in advance of scheduled training sessions
- Prepare training modules and/or revise training modules based on the feedback from Peer Leaders, Student Development Assistant and the Heads of Calumet and Stong Colleges
- Attendance at training sessions is MANDATORY
- Facilitates a minimum of two (2) Leadership workshops on a weekly basis
- Observes one (1) training session led by a fellow Leadership Coaches on a weekly basis and provides constructive feedback
- Develops future training modules
- Actively participates and contributes to the Colleges social media channels by posting, liking, commenting, tweeting or re-tweeting on Facebook and Twitter
- Maintains and updates a policy and procedures manual related to the Leadership Coaches
- Participates in mandatory training and office orientation
- Maintains and updates 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events
- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible.
- Completes other duties as assigned.

### **2. Qualifications:**

#### *Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who are actively engaged in the Calumet & Stong Colleges' community

#### *Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Superior communication (oral and written), interpersonal and organizational skills
- Demonstrated leadership abilities in peer leading situations

- Computing competency with basic spreadsheets (Excel), word processing and knowledge of PowerPoint is required
- Experience in program design or policy planning is an asset
- Demonstrated participation in and/or knowledge of Student Success Programs at Calumet and Stong Colleges is required
- Knowledge of York's services and resources for students and of campus life.
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates organizational and time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Previous training, coaching and/or facilitation experience would be preferable
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

### **3. Personal and Professional Development:**

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

### **4. Student Learning Components:**

#### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook

#### *Feedback, Ongoing Support and Reflection*

- The Leadership Coach will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- The Leadership Coach will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

#### *Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)
- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.

#### *Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Experience working with the York community and developing self-reflection, goal-setting, interpersonal, communication, public speaking, and presentation skills

- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and troubleshooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving

## NEW STUDENT TRANSITION TEAM ASSISTANT

### SUMMER: 1 POSITION

Up to 10 hours/week @ \$14.00/hour

#### 1. Job Description

The New Student Transition Team Coordinator is a student leader who along with the New Student Transition Team Lead, supports the development and implementation of the York Orientation Day (YOD) for Calumet and Stong Colleges. Reporting to the Student Success Coordinator, the New Student Transition Team Coordinator will assist with the overall leadership for the development, delivery and evaluation of YOD (Academic Orientation). The Coordinator will work on the Executive Committee with the New Student Transition Team Lead Coordinator, the Calumet and Stong Colleges' Offices team, YU START Leaders, Peer Leaders, students and internal and external partners to create an engaging and meaningful program to help new students develop a sense of belonging and excitement about the Calumet, Stong and York University communities. Through this role, the New Student Transition Team Coordinator will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

#### Organizational Status

This position reports directly to the Student Success Coordinator and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Student Success Coordinators, the Event & Administrative Coordinator, YU START Leaders, Peer Leaders, internal and external partners and student organizations.

#### Work Performed – Basic Duties and Responsibilities:

- Reviews all Calumet and Stong Colleges materials related to Orientation and New Student Transition
- Meets with Calumet and Stong Colleges leaders (Heads of Colleges, staff leaders and student leaders) to gain an understanding of the vision and the work currently being undertaken within the Colleges

- Conducts literature searches and environmental scans and writes reports related Orientation and New Student Transition
- Communicates with college administration and faculty members and attends all Calumet College and Stong College Offices' team meetings as required.
- Assists in analyzing the effectiveness of the Orientation and New Student Transition 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 and updates a policy and procedure manual related to Orientation and New Student Transition
- Participates in mandatory training and office orientation
- Maintains and updates 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events
- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible.
- Liaises with the Calumet and Stong Colleges Student Government/Council, and Student Success Centre regarding Parent Orientation, Social Orientation planning and centralized orientation activities.
- Liaises with the Student Success Centre including the YU START team at OSAS regarding the YU START program
- Designs, implements and evaluates 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.
- Provides training to student leaders/teams for York Orientation Day ensuring that the training day is planned, organized, effectively facilitated and evaluated based on the achievements of pre-determined learning outcomes.
- Takes leadership for the development of an evidence based and theory/research informed First Year Series
- Completes other duties as assigned

## 2. Qualifications:

### *Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who are actively engaged in the Calumet & Stong Colleges' community

### *Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Excellent interpersonal and organizational skills
- Demonstrated leadership abilities in peer leading situations
- 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
- Knowledge of York's services and resources for students and of campus life.
- Superior communication skills: writing, professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates strong time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Experience with program planning, implementation and evaluation
- Demonstrated participation in and/or knowledge of student success programs at Calumet and Stong Colleges is required
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

### **3. Personal and Professional Development:**

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

### **4. Student Learning Components:**

#### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook
- All CLAY students attend regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students to discuss their projects, share their accomplishments, problem-solve any difficulties, contribute ideas, provide constructive feedback and look for synergies across positions

#### *Feedback, Ongoing Support and Reflection*

- The New Student Transition Team Coordinator will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- Regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students enables the New Student Transition Team Coordinator to discuss their projects, gather feedback on projects, propose initiatives, discuss challenges and receive input from all attendees as well as discuss overlaps and synergies across positions
- The New Student Transition Team Coordinator will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

#### *Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)



- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.

*Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Experience working with the York community and developing self-reflection, goal-setting, interpersonal, communication, public speaking, and presentation skills
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and troubleshooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving

## NEW STUDENT TRANSITION TEAM LEAD

### SUMMER: 1 POSITION

Up to 20 hours/week @ \$14.00/hour

#### 1. Job Description

The New Student Transition Team Lead Coordinator is a student leader who supports the development and implementation of the York Orientation Day (YOD) for Calumet and Stong Colleges. Reporting to the Student Success Coordinator, the New Student Transition Team Lead Coordinator will provide the overall leadership for the development, delivery and evaluation of YOD (Academic Orientation). The Coordinator will work on the Executive Committee with the Calumet and Stong Colleges' Offices team, YU START Leaders, Peer Leaders, students and internal and external partners to create an engaging and meaningful program to help new students develop a sense of belonging and excitement about the Calumet, Stong and York University communities.

Through this role, the New Student Transition Team Lead Coordinator will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

### **Organizational Status**

This position reports directly to the Student Success Coordinator and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Student Success Coordinators, the Event & Administrative Coordinator, YU START Leaders, Peer Leaders, internal and external partners and student organizations.

### **Work Performed – Basic Duties and Responsibilities:**

- Reviews all Calumet and Stong Colleges materials related to Orientation and New Student Transition
- Meets with Calumet and Stong Colleges leaders (Heads of Colleges, staff leaders and student leaders) to gain an understanding of the vision and the work currently being undertaken within the Colleges
- Conducts literature searches and environmental scans and writes reports related Orientation and New Student Transition
- Communicates with college administration and faculty members and attends all Calumet College and Stong College Offices' team meetings as required.
- Assists in analyzing the effectiveness of the Orientation and New Student Transition 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 and updates a policy and procedures manual related to Orientation and New Student Transition
- Participates in mandatory training and office orientation
- Maintains and updates 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events
- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible.
- Liaises with the Calumet and Stong Colleges Student Government/Council, and Student Success Centre regarding Parent Orientation, Social Orientation planning and centralized orientation activities.
- Liaises with the Student Success Centre including the YU START team at OSAS regarding the YU START program
- Designs, implements and evaluates 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.
- Provides training to student leaders/teams for York Orientation Day ensuring that the training day is planned, organized, effectively facilitated and evaluated based on the achievements of pre-determined learning outcomes.
- Takes leadership for the development of an evidence based and theory/research informed First Year Series
- Completes other duties as assigned

### **2. Qualifications:**

#### *Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)

- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who have been engaged in Calumet & Stong Colleges' community

*Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Excellent interpersonal and organizational skills
- Demonstrated leadership abilities in peer leading situations
- 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
- Knowledge of York's services and resources for students and of campus life.
- Superior communication skills: writing, professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates strong time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Experience with program planning, implementation and evaluation
- Demonstrated participation in and/or knowledge of student success programs at Calumet and Stong Colleges is required
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

**3. Personal and Professional Development:**

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

**4. Student Learning Components:**

*Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook
- All CLAY students attend regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students to discuss their projects, share their accomplishments, problem-solve any difficulties, contribute ideas, provide constructive feedback and look for synergies across positions

*Feedback, Ongoing Support and Reflection*

- The New Student Transition Team Lead Coordinator will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- Regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students enables the New Student Transition Team Lead Coordinator to discuss their projects, gather feedback on projects, propose initiatives, discuss challenges and receive input from all attendees as well as discuss overlaps and synergies across positions
- The New Student Transition Team Lead Coordinator will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

*Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)
- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.

*Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Experience working with the York community and developing self-reflection, goal-setting, interpersonal, communication, public speaking, and presentation skills
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with partners, developing and meeting timelines, respecting deadlines, promotions, communicating with participants, and providing onsite supervision and troubleshooting during events.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving

# OFFICE ASSISTANT, CALUMET & STONG COLLEGES

## FALL/WINTER: 1 POSITION

Up to 10 hours/week @ \$14.00/hour

### 1. Job Description

The Office Assistant is a student leader who supports the Calumet and Stong Colleges' Offices Student Success programs in the Faculty of Health. Reporting to the Event & Administrative Coordinator, the Office Assistant supports various initiatives throughout the academic year and the smooth running of all student success programs.

Through this role, the Office Assistant will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
5. Knowledge Acquisition and Application
6. Critical Thinking & Problem Solving

### Organizational Status

This position reports directly to the Event & Administrative Coordinator and works in cooperation with the Heads of Calumet & Stong Colleges, the Director, Student & Academic Services & Strategic Initiative, the Student Success Coordinators and student organizations.

### Work Performed – Basic Duties and Responsibilities:

- Reviews all Calumet and Stong Colleges materials related to past events and initiatives
- Meets with Calumet and Stong Colleges leaders (Heads of Colleges, staff leaders and student leaders) to gain an understanding of the vision and the work currently being undertaken within the Colleges
- Communicates with college administration and faculty members and attends all Calumet College and Stong College Offices' team meetings as required.
- Actively participates and contributes to the Colleges social media channels by posting, liking, commenting, tweeting or re-tweeting on Facebook and Twitter
- Maintains and updates a policy and procedures manual related to the student success programs events and initiatives
- Participates in mandatory training and office orientation
- Maintains and updates 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.
- Assists in the planning and execution of on-campus events including creating event materials and presentations and monitors registration for events
- Attends all training sessions and meetings, unless in direct conflict with a class, including regular update meetings with the Heads of the Colleges. Informs supervisors of any conflicts well in advance if attendance is not possible.
- Completes other duties as assigned.

## 2. Qualifications:

### *Education & Experience:*

- Current undergraduate York student (we encourage applicants from diverse programs of study)
- Experience and familiarity with York (Keele) campus life
- B+ academic standing or above
- Meets eligibility criteria for a Work Study (WS) position (<http://sfs.yorku.ca/employment>)
- Preference will be given to students who have completed Calumet & Stong Colleges' Foundational Peer Leadership Training (FPLT)
- Preference will be given to students who have been engaged in Calumet & Stong Colleges' community

### *Skills and Qualifications:*

- A commitment to student engagement, learning and peer mentorship
- Excellent interpersonal and organizational skills
- Demonstrated leadership abilities in peer leading situations
- 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
- Knowledge of York's services and resources for students and of campus life.
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Demonstrates an eagerness to learn and take on new initiatives
- Demonstrates organizational and time management skills
- Ability and willingness to work both independently and as a member of a team with students, volunteers, staff and faculty
- Demonstrated participation in and/or knowledge of student success programs at Calumet and Stong Colleges is required
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills

## 3. Personal and Professional Development:

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your Work Study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and receive valuable feedback.

## 4. Student Learning Components:

### *Orientation and Training and Ongoing Professional Development*

- Students receive mandatory training (WHMIS & AODA), along with an office orientation and thorough review of the Calumet & Stong Colleges' Work Study Handbook
- All CLAY students attend regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students to discuss their projects, share their accomplishments, problem-solve any



difficulties, contribute ideas, provide constructive feedback and look for synergies across positions

*Feedback, Ongoing Support and Reflection*

- The Office Assistant will have regular contact with their supervisor through one-on-one instruction and discussion in person and by email
- Regular meetings with the Heads of the Colleges, the Student Success Coordinators, the Student Development Assistant, the Event & Administrative Coordinator and all CLAY students enable the Office Assistant to discuss their projects, gather feedback on projects, propose initiatives, discuss challenges and receive input from all attendees as well as discuss overlaps and synergies across positions
- The Office Assistant will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during regularly scheduled meetings as challenges and successes arise.

*Networking and Mentorship Opportunities*

- Opportunity to work alongside professional staff of the Calumet & Stong Colleges' Offices and the Faculty of Health Office of Student Academic Services (HH/OSAS)
- Opportunity to work with a vibrant, diverse and engaged team of York students, staff and faculty, and with leaders/activists in the community
- Opportunity to establish lasting relationships with student leaders and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.

*Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
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## APPLICATION DETAILS AND DEADLINE

All applications are due by **Sunday, April 22, 2018 at 11:59pm**. The selection and interview process for SU18 positions will run concurrently with the selection process for FW18 positions, however offers for FW18 positions will be made later in the summer. Only successful candidates will be invited to interview. Interviews will be scheduled for the last week of April, 2018.

To apply for this position please visit <https://tinyurl.com/CCSC2018WS> to access the online application form. Please include the following in your application in **ONE pdf** file:

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 please tailor your cover letter and resume to your first preference. If you are applying for a different position in the summer versus fall/winter, please have two sections in your cover letter tailored to your first choice for each session.
2. Resume (Maximum TWO pages)
3. The names of two references. For each of your referees you must include: name, surname, organization, relationship to you, phone number and email address
4. Work availability for SU18 and predicted availability for FW18
5. Copy of your co-curricular record outlining your on campus involvement

## MANDATORY TRAINING & WORK DATES-SU18

Work Study Orientation	Monday, May 7, 2018
York Orientation Day Volunteer Training	August 27, 2018
Two weeks leading up to York Orientation Day	August 20 – August 31, 2018
York Orientation Day	Tuesday, September 4, 2018

## MANDATORY TRAINING & WORK DATES-FW18

- To be announced