

We seek outstanding individuals to join our dedicated support staff team. Become a part of our diverse College, creating brighter futures, greater prospects and endless possibilities!

TITLE:	Student Life Officer – Orientation and Peer Mentoring (Regular, Part-Time)	HOURS:	24 hours per week
LOCATION:	Main Campus, Belleville	PAYBAND:	E
DEPARTMENT:	Student Life	SALARY:	\$20.46 per hour
POSTING DATE:	August 9, 2021	START DATE:	A.S.A.P.
CLOSING DATE:	August 16, 2021	COMPETITION #:	PTS21-20N

STUDENT LIFE OFFICER – ORIENTATION AND PEER MENTORING:

The Student Life Officer, Orientation and Peer Mentoring will provide a supportive role in the delivery of programs and services connected specifically to Orientation, Peer Mentoring and Student Life and Leadership. Reporting to the Director of Athletics and Campus Recreation the incumbent will work in collaboration with the Coordinator of Student Life, student leaders and volunteers as part of team that delivers services and supports in these areas.

RESPONSIBILITIES:

- Support of Student Leadership Training, including arranging logistics (i.e. space), event registrations, supporting training facilitators and creating awareness of opportunities
- Support of the day to day operations of the Student Mentor Office and/or Wellness Loft, including space bookings/usage, general office coordination, and day to day student support
- Coordination and support to delivering orientation programming (fall, winter, spring), particularly pre-orientation programming event registrations and logistics
- Participates in recruitment of student volunteers to support Peer Mentoring, Orientation and Wellness programming including recruitment campaigns
- In conjunction/coordination with the Student Life Marketing Officer, creation and delivery of various communications on a day to day basis to support programming initiatives across the team
- Provides administrative support to the Student Life unit which may include tracking of hours or metrics, coordination of meetings/training sessions, ordering of supplies or merchandise
- Coordinating with the Student Life Marketing Officer, represents the Student Life Team in various projects and initiatives across campus or the greater Quinte area and supports unit wide deliverables such as athletics, service fairs or residence move in

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QUALIFICATIONS:

- Completion of a two (2) year College diploma in a related field (Recreation, Business, Communications, Education or Social Work)
- Minimum 3 year's experience working within student affairs in the post-secondary environment;
- Demonstrated experience working with volunteers and event planning
- Experience drafting communications such as social media, graphics or website updates
- Ability to communicate clearly, both verbal and written
- Excellent analytical and problem solving abilities
- An ability to work independently or as part of a team
- Demonstrated ability to use blog-based websites
- Ability to prioritize and work under pressure within specified timelines
- An ability to apply an understanding of diversity and inclusiveness to meet the needs of a diverse staff and student population

TO APPLY: Applications **must** be submitted **quoting the competition #PTS21-20N in the email subject line**. Please send a covering letter and a resume in MS Word or PDF format to:

People and Culture

E-mail: peopleandculture@loyalistcollege.com

Posted in accordance with Article 19 of the Part Time Support Staff Collective Agreement

Please note: Following an offer of employment, candidates with Canadian credentials will be required to provide official transcripts from the granting educational institution(s); candidates with international credentials must provide World Education Services (WES) www.wes.org/ca evaluation (at their own cost) confirming Canadian equivalency of their credentials.

Loyalist is committed to promoting a diverse and inclusive college community. We encourage and welcome applications from marginalized and equity seeking groups. Loyalist College is committed to accommodating applicants with disabilities throughout the hiring process. If you have accommodation needs, please inform us as soon as possible by sending an email to humanr@loyalistcollege.com.

<p><i>We thank all applicants, however, only those selected for an interview will be contacted</i></p>
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