

2017 – 2018 Student Employment Opportunities

# WORK AT CALUMET AND STONG COLLEGES



**Calumet and Stong Colleges are hiring students for 2017-2018. 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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# NEW STUDENT TRANSITION TEAM LEAD COORDINATOR

## SUMMER: 1 POSITION

Up to 20 hours/week @ \$12.00/hour

### Mandatory Training & Work Dates

Work Study Orientation	Wednesday, April 26, 2017
Foundational Peer Leader Training (Calumet & Stong Colleges)	Week of July 17 - 21 or Week of August 14 - 18
York Orientation Day Volunteer Training	Monday, August 28, 2017
Two weeks leading up to York Orientation Day	August 21 – September 5, 2017
York Orientation Day	Wednesday, September 6, 2017

### Training & Professional Development Opportunities – Strongly Encouraged

Peer Leader Training (Student Success Centre)	Friday, April 28, 2017
Advanced Peer Leader Training (Calumet & Stong Colleges)	Thursday, October 26, 2017 & Thursday, February 22, 2018

### POSITION SUMMARY

Calumet and Stong Colleges continue to expand their student success programs. This position will provide an opportunity to contribute to innovative program development that is infused by research and current literature on student success. Reporting to the Student Success Coordinators, the New Student Transition Coordinator Team Lead will provide the overall leadership for the development, delivery and evaluation of York Orientation Day for Calumet and Stong Colleges (academic orientation). The event will take place on September 7<sup>th</sup>, 2016. The incumbent will work on the executive committee with the Master’s team, YU START Leaders, students, and internal and external partners to create an engaging and meaningful program, thereby, helping new students develop a sense of belonging and excitement about the Calumet, Stong and York University communities.

### HOW WILL YOU BENEFIT?

- ✓ The opportunity to develop your leadership skills in the areas of planning, operation, and assessment.
- ✓ Work collaboratively with the Master’s Office team, Office of Student and Academic Services (OSAS) and key student leaders including Calumet and Stong Presidents, O-Chairs and YU START Leaders.

- ✓ Have the opportunity to interact with key academic and administrative staff at York University, Calumet and Stong Colleges developing your own knowledge and networks.

## POSITION RESPONSIBILITIES

### A. Development and Training

- Participates in mandatory training and office orientation on **April 28 and May 8, 2017**.
- Attends and participates in all new student transition activities on **August 28 and September 6, 2017**.
- Reviews all Calumet/Stong Colleges materials related to academic orientation, Alf Lizzio's *Five Senses of Student Success* and any documents related to new student transition.
- Meets with Calumet/Stong Colleges leaders (Masters, Student Success Coordinators, Student Development Assistant, administrators and student leaders) to gain an understanding of new student transition, student success, including the vision and work currently being undertaken within the colleges.

### B. Communication and Administration

- 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.
- Communicates with college administrators and faculty members and attends all Master's Office team meetings as requested.
- Actively participate and contribute to the Colleges social media channels by posting, liking, commenting, tweeting or re-tweeting on Facebook and Twitter.
- Updates and maintains the policy and procedure manuals.

### C. Program Management

- 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.
- Consistently acts as a role model by abiding by the Student Code of Conduct; takes a proactive approach in building a community based on mutual respect, consideration and open-mindedness.

## CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for a CLAY position (<http://sfs.yorku.ca/employment>)
- ✓ Superior written and communication skills
- ✓ Excellent organizational skills
- ✓ Demonstrates leadership abilities in peer leading situations
- ✓ Experience with program planning, implementation and evaluation

- ✓ Demonstrated participation in and/or knowledge of student success programs at Calumet and Stong Colleges is required

## APPLICATION DETAILS AND DEADLINE

All applications are due on March 23rd, 2017 at 11:59pm. The selection and interview process will take place between March 24th and April 7th, 2017. Only successful candidates will be invited to an interview. Interviews will begin on March 28, 2017.

To apply for this position please visit <http://health.apps01.yorku.ca/machform/view.php?id=238067> to access the online application form. Please include the following in your application:

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

## FOLLOW UP PROCESS

All applications will be reviewed by the Master's Office team. The top ranked applicants will be contacted for an interview. Lete a task related to the position they have applied for.

# NEW STUDENT TRANSITION COORDINATOR

## SUMMER: 1 POSITION

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

### Mandatory Training & Work Dates

Work Study Orientation	Wednesday, April 26, 2017
Foundational Peer Leader Training (Calumet & Stong Colleges)	Week of July 17 - 21 or Week of August 14 - 18
York Orientation Day Volunteer Training	Monday, August 28, 2017
Two weeks leading up to York Orientation Day	August 21 – September 5, 2017
York Orientation Day	Wednesday, September 6, 2017

### Training & Professional Development Opportunities – Strongly Encouraged

Peer Leader Training (Student Success Centre)	Friday, April 28, 2017
Advanced Peer Leader Training (Calumet & Stong Colleges)	Thursday, October 26, 2017 & Thursday, February 22, 2018

### POSITION SUMMARY

Calumet and Stong Colleges continue to expand their student success programs. This position will provide an opportunity to contribute to innovative program development that is infused by research and current literature on student success. Reporting to the Student Success Coordinators, the New Student Transition Coordinator will support the development and delivery of York Orientation Day for Calumet and Stong Colleges (academic orientation). The event will take place on September 7<sup>th</sup>, 2016. The incumbent will work on the executive committee with the Master’s team, YU START Leaders, students, and internal and external partners to create an engaging and meaningful program, thereby, helping new students develop a sense of belonging and excitement about the Calumet, Stong and York University communities.

### HOW WILL YOU BENEFIT?

- ✓ The opportunity to develop your leadership skills in the areas of planning, operation, and assessment.
- ✓ Work collaboratively with the Master’s Office team, Office of Student and Academic Services (OSAS) and key student leaders including Calumet and Stong Presidents, O-Chairs and YU START Leaders.
- ✓ Have the opportunity to interact with key academic and administrative staff at York University, Calumet and Stong Colleges developing your own knowledge and networks.

## POSITION RESPONSIBILITIES

### A. Development and Training

- Participates in mandatory training and office orientation on **April 28 and May 8, 2017**.
- Attends and participates in all new student transition activities on **August 28 and September 6, 2017**.
- Reviews all Calumet/Stong Colleges materials related to York Orientation Day (academic orientation), Alf Lizzio's *Five Senses of Student Success* and any documents related to new student transition.
- Meets with Calumet/Stong Colleges leaders (Masters, Student Success Coordinators, administrators and student leaders) to gain an understanding of new student transition, student success, including the vision and work currently being undertaken within the colleges.

### B. Communication and Administration

- Supports New Student Transition Lead with all communication with the Calumet and Stong Colleges Student Government/Council, Office of Student and Academic Services and the Centre for Student Success regarding Parent Orientation, Academic and Social Orientation planning and centralized orientation activities.
- Communicates with college administrators and faculty members and attends all Master's Office team meetings as requested.
- Actively participate and contribute to the Colleges social media channels by posting, liking, commenting, tweeting or re-tweeting on Facebook and Twitter.
- Updates and maintains the policy and procedure manuals.

### C. Program Management

- Supports New Student Transition Lead with all program design, implementation and evaluation of academic orientation programming for Calumet and Stong Colleges.
- Utilizes Alf Lizzio's *Five Senses of Student Success* model as a guiding conceptual framework and is informed by York's pan-university academic orientation plan.
- Supports New Student Transition Lead with planning and delivering training to student leaders/teams for York University academic orientation ensuring that the day is planned, organized, effectively facilitated and evaluated based on the achievements of pre-determined learning outcomes.
- Supports New Student Transition Lead with the creation of a marketing plan outlining goals, strategies, targets, pricing etc. for academic orientation.
- Supports New Student Transition Lead with the development of an evidence based and theory/research informed First Year Series.
- Consistently acts as a role model by abiding by the Student Code of Conduct; takes a proactive approach in building a community based on mutual respect, consideration and open-mindedness.

## CORE COMPETENCIES

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

## APPLICATION DETAILS AND DEADLINE

All applications are due on March 23rd, 2017 at 11:59pm. The selection and interview process will take place between March 24th and April 7th, 2017. Only successful candidates will be invited to an interview. Interviews will begin on March 28, 2017.

To apply for this position please visit <http://health.apps01.yorku.ca/machform/view.php?id=238067> to access the online application form. Please include the following in your application:

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

## FOLLOW UP PROCESS

All applications will be reviewed by the Master's Office team. The top ranked applicants will be contacted for an interview. Lete a task related to the position they have applied for.



# PEER MENTORING COORDINATOR

## SUMMER: 2 POSITIONS

Up to 15 hours/week @ \$12.00/hour

## FALL/WINTER: 4 POSITIONS

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

## Mandatory Training & Work Dates

Work Study Orientation	Summer position(s): Wednesday, April 26, 2017 Fall/Winter positions: August (Date TBD)
HealthAid Student Success Team Leader Training	TBD
Foundational Peer Leader Training (Calumet & Stong Colleges)	Week of July 17 - 21 or Week of August 14 - 18
HealthAid Team Building Training Day	TBD
York Orientation Day	Summer position(s): Wednesday, September 6, 2017

## Training & Professional Development Opportunities – Strongly Encouraged

Peer Leader Training (Student Success Centre)	Friday, April 28, 2017
York Orientation Day Volunteer Training	Monday, August 28, 2017
Advanced Peer Leader Training (Calumet & Stong Colleges)	Thursday, October 26, 2017 & Thursday, February 22, 2018

## POSITION SUMMARY

The HealthAid Network is a course-based peer mentorship program designed to foster student engagement, development and academic success while building student leadership capacity through mentorship. Designed to help students ease their transition into university, develop leadership skills and increase their academic know-how, students are placed into mentorship teams to participate in structured activities which meet biweekly for two hours from September – April. During their meetings, they discuss strategies related to first year student success, resources on campus and participate in workshops to develop their leadership skills. Core success strategies and resources are incorporated into a classroom announcement that is made biweekly in core 1000 level courses in the Faculty of Health.

Calumet and Stong Colleges are in the process of developing a peer mentorship strategy for the colleges including a new peer mentorship program. The Coordinator of Peer Mentorship will report to the Student Success

Coordinators and work with a team of student leaders all of whom are forging new paths in student success programs. Peer Mentorship Coordinators will be responsible for the development, planning, organization, implementation and evaluation of the HealthAid Network and the peer mentorship program and strategy for Calumet and Stong Colleges.

## HOW WILL YOU BENEFIT?

- ✓ Apply your leadership skills to the development of a unique and important student program.
- ✓ Receive training on Peer Leadership and university resources.
- ✓ Enhance interactions with academic leaders, staff and peers.
- ✓ Opportunity to demonstrate organizational abilities and leadership qualities.
- ✓ Have the opportunity to develop your own knowledge and networks by interacting with key academic and administrative staff at York University, Faculty of Health and the Colleges.
- ✓ Work collaboratively with the Master's Office team and key student leaders.

## POSITION RESPONSIBILITIES

### A. Development and Training

- Participates in mandatory training and office orientation on May 8, 2017 (Summer Hires) OR August 23, 2017 (Fall/Winter Hires)
- Attends and participates in Peer Leadership Training on April 28, 2017
- Attends and participates in Student Success Team Leader training on June 28, 2017 and Team Building Training Day on August 22, 2017.
- Attends and participates in all new student transition activities on Wednesday, September 6, 2017
- Reviews all Calumet and Stong Colleges materials related to peer mentorship
- Meets with Calumet and Stong Colleges leaders (Master, staff leaders and student leaders) to gain an understanding of the background of the existing peer mentorship programs, the vision and the work currently being undertaken within the Colleges.

### B. Communication and Administration

- Liaises with other resources available at York for student writing such as the Learning Commons at Scott Library, the Writing Centre and Learning Skills through Counseling Disabilities Service (CDS).
- Communicates with college administration and faculty members and attends all Master's Office team meetings as requested.
- Assists in analyzing the effectiveness of the program, e.g., evaluation forms, reflection exercises, etc.
- Actively participate and contribute 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 peer mentorship programs
- Maintains comprehensive set of records.
- Consistently acts as a role model by abiding by the Student Code of Conduct; takes a proactive approach in building a community based on mutual respect, consideration and open-mindedness.

### C. Program Management (Summer)

- Develops all training material for Student Success Team leader training and the Team Building Training day
- Co-facilitates both training days along with the Student Success Coordinator
- Assists in the matching process between Student Success Team Leaders and Student Success Team Members
- Creates, facilitates and implements the recruitment process for Student Success Team Members including creating all material and interview guides
- Creates team schedules and assigns room locations for all team meetings

- Assists in the development of a peer mentorship program and strategy for the colleges
- Creates a manual of existing policies and procedures for peer mentorship programs.

**D. Program Management (Fall/Winter)**

- Manages 3-4 Student Success Teams by following up with each team and checking in, reviewing submissions made by each team member and giving feedback, creating classroom announcements for each team and ensuring that all activities are being completed in a timely fashion
- Develops materials for peer mentorship programs such as leadership workshops, tracking system, evaluation metrics, mentorship conversation guides and reflections exercises.
- Assists in the development of recruitment processes for Student Success Team Leader recruitment and prepares interview guides and materials
- Creates a manual of existing policies and procedures for peer mentorship programs.
- Leads the coordination of the peer mentorship program at Calumet and Stong Colleges

## CORE COMPETENCIES

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

## APPLICATION DETAILS AND DEADLINE

All applications are due on March 23rd, 2017 at 11:59pm. The selection and interview process will take place between March 24th and April 7th, 2017. Only successful candidates will be invited to an interview. Interviews will begin on March 28, 2017.

To apply for this position please visit <http://health.apps01.yorku.ca/machform/view.php?id=238067> to access the online application form. Please include the following in your application:

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

## **FOLLOW UP PROCESS**

All applications will be reviewed by the Master's Office team. The top ranked applicants will be contacted for an interview. Lete a task related to the position they have applied for.

## PEER TUTORING COORDINATOR

### SUMMER: 1 POSITION

Up to 15 hours/week @ \$12.00/hour

### FALL/WINTER: 2 POSITIONS

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

### Mandatory Training & Work Dates

Work Study Orientation	Summer position(s): Wednesday, April 26, 2017 Fall/Winter positions: August (Date TBD)
Foundational Peer Leader Training (Calumet & Stong Colleges)	Week of July 17 - 21 or Week of August 14 - 18
York Orientation Day	Summer position(s): Wednesday, September 6, 2017
Peer Tutor Training(s)	TBD

### Training & Professional Development Opportunities – Strongly Encouraged

Peer Leader Training (Student Success Centre)	Friday, April 28, 2017
York Orientation Day Volunteer Training	Monday, August 28, 2017
Advanced Peer Leader Training (Calumet & Stong Colleges)	Thursday, October 26, 2017 & Thursday, February 22, 2018

### POSITION SUMMARY

Health Peer Tutoring provides academic success support to students enrolled in Faculty of Health courses. The Coordinator will be responsible for the planning, organization, implementation and evaluation of the Health Peer Tutor program. Using demonstrated leadership skills, the Coordinator will interact with Peer Tutors, Master's Office staff, students as well as internal and external partners to manage the Health Peer Tutor program. The Coordinator of Health Peer Tutoring will report to the Student Success Coordinators and work with a team of student leaders.

### HOW WILL YOU BENEFIT?

- ✓ Apply your leadership skills to the development of a unique and important student program.
- ✓ Receive training on Peer Leadership and university resources.
- ✓ Enhance interactions with academic leaders, staff and peers.
- ✓ Opportunity to demonstrate organizational abilities and leadership qualities.

- ✓ Have the opportunity to develop your own knowledge and networks by interacting with key academic and administrative staff at York University, Faculty of Health and the Colleges.
- ✓ Work collaboratively with the Master's Office team and key student leaders.

## POSITION RESPONSIBILITIES

### A. Development and Training

- Participates in mandatory training and office orientation on **Monday, May 8 (Summer Hires) OR Wednesday, August 23, 2017 (Fall/Winter Hires)**
- Attends and participates in all new student transition activities on **September 6, 2017**
- **Attends Peer Tutor training on a date TBD**
- Reviews all Calumet and Stong Colleges materials related to peer tutoring
- Meets with Calumet and Stong Colleges leaders (Master, staff leaders and student leaders) to gain an understanding of the background of the existing peer tutoring programs, the vision and the work currently being undertaken within the Colleges.

### Communication and Administration

- 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 through Counseling Disabilities Service (CDS).
- Communicates with college administration and faculty members and attends all Master's Office team meetings as requested.
- Assists in analyzing the effectiveness of the program, e.g., evaluation forms, reflection exercises, etc.
- Actively participate and contribute 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 peer tutoring programs.
- Maintains comprehensive set of records.

### B. Program Management

- 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 assist with overall program strategic planning.
- Consistently acts as a role model by abiding by the Student Code of Conduct; takes a proactive approach in building a community based on mutual respect, consideration and open-mindedness.

## CORE COMPETENCIES

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

- ✓ Demonstrated participation in and/or knowledge of student success programs at Calumet and Stong Colleges is required

## APPLICATION DETAILS AND DEADLINE

All applications are due on March 23rd, 2017 at 11:59pm. The selection and interview process will take place between March 24th and April 7th, 2017. Only successful candidates will be invited to an interview. Interviews will begin on March 28, 2017.

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2. Resume.
3. Word document with list of two references. Please include the following for each of your referees: name, surname, organization, relationship to you, phone number and email address.
4. Copy of your co-curricular record outlining your on campus involvement.

## FOLLOW UP PROCESS

All applications will be reviewed by the Master's Office team. The top ranked applicants will be contacted for an interview. Lete a task related to the position they have applied for.

# PEER HEALTH & WELLNESS EDUCATION COORDINATOR

## SUMMER: 1 POSITION

Up to 15 hours/week @ \$12.00/hour

## FALL/WINTER: 2 POSITIONS

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

## Mandatory Training & Work Dates

Work Study Orientation	Summer position(s): Wednesday, April 26, 2017 Fall/Winter positions: August (Date TBD)
Foundational Peer Leader Training (Calumet & Stong Colleges)	Week of July 17 - 21 or Week of August 14 - 18
Peer Health Educator Training	Last week of August
York Orientation Day	Summer position(s): Wednesday, September 6, 2017

## Training & Professional Development Opportunities – Strongly Encouraged

Peer Leader Training (Student Success Centre)	Friday, April 28, 2017
York Orientation Day Volunteer Training	Monday, August 28, 2017
TPHN (Toronto Peer Health Network) Conference	First Saturday in January after classes resume
Advanced Peer Leader Training (Calumet & Stong Colleges)	Thursday, October 26, 2017 & Thursday, February 22, 2018

## POSITION SUMMARY

Peer Health and Wellness Education Coordinators are work study students that are responsible for educating York University students within Calumet and Stong Colleges on a variety of health topics. 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. Peer Health and Wellness Educators are expected 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. Other responsibilities include mentoring volunteers and collaborating with the Master's Office, Health Education and Promotion, Calumet College Council, Stong College Student Government, College affiliated clubs, and other partners to provide said programming.

Peer Health and Wellness Educators are also expected to create and maintain an accessible and safe environment for their 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. It is expected that peers will set a positive example by conducting themselves in a manner that aligns with Health Education Guidelines and the Student Code of Conduct.

Health and Wellness Peer Health Educators in the College will commit to working 10 hours/week spread over a minimum of 3 week days. Any additional hours worked over and above will be considered volunteer. The Health Educators in the College will report to the Student Success Coordinator and work with a team of student leaders.

## HOW WILL YOU BENEFIT?

- ✓ Apply your leadership skills to the development of a unique and important student program.
- ✓ Receive training on Peer Leadership, Health Education, and university resources.
- ✓ Enhance interactions with academic leaders, staff and peers.
- ✓ Opportunity to demonstrate organizational abilities and leadership qualities.
- ✓ Have the opportunity to develop your own knowledge and networks by interacting with key academic and administrative staff at York University, Faculty of Health and the Colleges.
- ✓ Work collaboratively with the Master's Office team and key student leaders.

## POSITION RESPONSIBILITIES

### A. Development and Training

- Attends Peer Leadership Training on April 28, 2017
- Participates in mandatory training and office orientation on August 23, 2017.
- Attends and participates in all new student transition activities on York Orientation Day (**September 6, 2017**) and throughout **Social Orientation Week in September**.
- Participates in mandatory health education and promotion training **the last week of August**.
- Attend 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.
- Meets with Calumet and Stong Colleges leaders (Master, staff leaders and student leaders) to gain an understanding of the background of the existing student success programs, the vision and the work currently being undertaken within the Colleges.

### B. Communication and Administration

- Develop and maintain strong, positive and appropriate relationships with community members, peer leaders and Student Success Coordinators within Calumet and Stong Colleges, ensure approachability and the creation of a cohesive community.
- Collaborate with college staff as well as with other college groups for larger scale events.
- Work with the Student Success Coordinator, Peer Health Education and on-campus stakeholders (e.g. Personal Counselling and Learning Skills) to promote larger scale events and educational opportunities for members of the college community.
- Must be able to work well independently in the college and collectively as part of the college student success and peer health education teams.

- Works as a team player by focusing on consistency, communication and support within the college community and the Health Education and Promotion team
  - Assists in analyzing the effectiveness of the program, e.g., evaluation forms, reflection exercises, etc.
  - Actively participate and contribute to the Colleges social media channels by posting, liking, commenting, tweeting or re-tweeting on Facebook and Twitter
  - Maintains comprehensive set of records.
- C. Program Management**
- Maintain strong, ongoing and clear communication with the Student Success Coordinator, health topic teams, and the Peer Health Education Coordinator.
  - Organize and facilitate 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.
  - Provide support, guidance, and direction for volunteers; manages concerns regarding volunteers and refers to the Student Success Coordinator as appropriate.
  - Take 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.
  - Consistently acts as a role model by abiding by the Student Code of Conduct and Health Education and Promotion; takes a proactive approach in building a community based on mutual respect, consideration and open-mindedness.

## CORE COMPETENCIES

- ✓ Meets eligibility criteria for CLAY position (<http://sfs.yorku.ca/employment/>)
- ✓ B+ academic standing
- ✓ Passion for health education and promotion
- ✓ Demonstrated experience managing teams and projects
- ✓ A commitment to student engagement, learning, peer mentorship, and health promotion
- ✓ Excellent interpersonal and organizational skills
- ✓ Strong attention to detail, organizational 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
- ✓ 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

## APPLICATION DETAILS AND DEADLINE

All applications are due on March 23rd, 2017 at 11:59pm. The selection and interview process will take place between March 24th and April 7th, 2017. Only successful candidates will be invited to an interview. Interviews will begin on March 28, 2017.

To apply for this position please visit <http://health.apps01.yorku.ca/machform/view.php?id=238067> to access the online application form. Please include the following in your application:

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

## **FOLLOW UP PROCESS**

All applications will be reviewed by the Master's Office team. The top ranked applicants will be contacted for an interview. Lete a task related to the position they have applied for.

## LEADERSHIP & DEVELOPMENT COORDINATOR

### SUMMER: 1 POSITION

Up to 15 hours/week @ \$12.00/hour

### FALL/WINTER: 3 POSITIONS

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

### Mandatory Training & Work Dates

Work Study Orientation	Summer position(s): Wednesday, April 26, 2017 Fall/Winter positions: August (Date TBD)
Foundational Peer Leader Training (Calumet & Stong Colleges)	Week of July 17 - 21 or Week of August 14 - 18
York Orientation Day	Summer position(s): Wednesday, September 6, 2017

### Training & Professional Development Opportunities – Strongly Encouraged

Peer Leader Training (Student Success Centre)	Friday, April 28, 2017
York Orientation Day Volunteer Training	Monday, August 28, 2017
Advanced Peer Leader Training (Calumet & Stong Colleges)	Thursday, October 26, 2017 & Thursday, February 22, 2018

### POSITION SUMMARY

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

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

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

## HOW WILL YOU BENEFIT?

- ✓ Apply your leadership skills to the development of unique and important student programs.
- ✓ Have the opportunity to interact with key staff from some of York's units such as the Office of the Dean, Faculty of Health, Career Centre, York International and the Student Success Centre.
- ✓ Have an opportunity to interact with professional associations and organizations that are external to the university, building your own knowledge and network.
- ✓ Work collaboratively with the Master's office team and key student leaders.
- ✓ Receive training on peer leadership and university resources.
- ✓ Opportunity to demonstrate organizational abilities and leadership qualities

## POSITION RESPONSIBILITIES

### A. Development and Training

- Participates in Peer Leadership Training on April 28
- Participates in mandatory training and office orientation on May 8, 2017 (Summer Hires) AND/OR August 23, 2017 (Fall/Winter Hires).
- Attends and participates in all new student transition activities on **August 28 and September 6, 2017**.
- Reviews all Calumet and Stong College materials as related to Leadership & Development programs.
- Meets with Calumet and Stong College leaders (Master, staff leaders and student leaders) to gain an understanding of the background of our new initiatives, our vision and the work currently being undertaken within the Colleges.

### B. Communication and Administration

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

### C. Program Management

- Conducts planning for the Agents of Change, Create Your Future, and Orientation and executes on plans.
- Develops and executes training days, workshops, and opportunities for peer leaders within Calumet and Stong Colleges.
- Interacts regularly (bi-weekly) with existing Agents of Change projects.
- Develops and maintains event management and project plans for all programs.
- Liaises with appropriate partners to schedule workshops, events and activities.
- Consistently acts as a role model by abiding by the Student Code of Conduct; takes a proactive approach in building a community based on mutual respect, consideration and open-mindedness.

## CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for a CLAY position (<http://sfs.yorku.ca/employment>)
- ✓ Excellent interpersonal skills
- ✓ Superior oral and written communication skills
- ✓ Demonstrated leadership abilities in peer leading situations

- ✓ Superior organizational skills
- ✓ Computing competency with basic spreadsheets (excel), word processing and knowledge of PowerPoint is required
- ✓ Experience in program design or policy planning is an asset
- ✓ Knowledge of Survey Monkey, MachForms and/or Event Brite (or desire to learn) is an asset
- ✓ Demonstrated participation in and/or knowledge of student success programs at Calumet and Stong Colleges is required

## APPLICATION DETAILS AND DEADLINE

All applications are due on March 23rd, 2017 at 11:59pm. The selection and interview process will take place between March 24th and April 7th, 2017. Only successful candidates will be invited to an interview. Interviews will begin on March 28, 2017.

To apply for this position please visit <http://health.apps01.yorku.ca/machform/view.php?id=238067> to access the online application form. Please include the following in your application:

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

## FOLLOW UP PROCESS

All applications will be reviewed by the Master's Office team. The top ranked applicants will be contacted for an interview. Lete a task related to the position they have applied for.

# DESIGN, COMMUNICATIONS AND MARKETING COORDINATOR

## SUMMER: 1 POSITION

Up to 15 hours/week @ \$12.00/hour

## FALL/WINTER: 1 POSITION

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

## Mandatory Training & Work Dates

Work Study Orientation	Summer position(s): Wednesday, April 26, 2017 Fall/Winter positions: August (Date TBD)
Foundational Peer Leader Training (Calumet & Stong Colleges)	Week of July 17 - 21 or Week of August 14 - 18
York Orientation Day	Summer position(s): Wednesday, September 6, 2017

## Training & Professional Development Opportunities – Strongly Encouraged

Peer Leader Training (Student Success Centre)	Friday, April 28, 2017
York Orientation Day Volunteer Training	Monday, August 28, 2017
Advanced Peer Leader Training (Calumet & Stong Colleges)	Thursday, October 26, 2017 & Thursday, February 22, 2018

## POSITION SUMMARY

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

## HOW WILL YOU BENEFIT?

- ✓ Apply your knowledge and skills related to design, communications and marketing.
- ✓ Have the opportunity to interact with key academic and administrative staff at York University, Calumet and Stong Colleges while developing your own knowledge and networks.
- ✓ Have the opportunity to develop your leadership skills in the areas of design, communication and marketing.
- ✓ Work collaboratively with the Master's Office team and key student leaders.

## POSITION RESPONSIBILITIES

### A. Development and Training

- Participates in Peer Leadership Training on April 28
- Participates in mandatory training and office orientation on May 8, 2017 (Summer Hires) OR August 23, 2017 (Fall/Winter Hires).
- Attends and participates in all new student transition activities on **August 28 and September 6, 2017**.
- Meets with Calumet and Stong College leaders (Master, staff leaders and student leaders) to gain an understanding of the background of our new initiatives, our vision and the work currently being undertaken within the Colleges.
- Meets with the Communications staff team in the Faculty of Health to develop an understanding of the York University and Faculty design treatments and guidelines associated with print and online communications.

### B. Communication and Administration

- Attends all Master's Office team meetings as requested.
- Works with the Master's Office team, student leaders and internal and external partners to prepare and present a comprehensive plan for improving communications and marketing at Calumet and Stong Colleges.
- Contributes to the development of the communication strategy for Calumet and Stong, their programs and events.
- Works collaboratively with the leads of our Student Success programs to ensure those programs have a communications plan such as posters, web presence, Colleges profile on the Faculty of Health website.
- Each week, conducts an inventory of all events (Colleges, student organization, Faculty or selected University events/activities) to profile on our web or through other venues and ensures these events are posted accurately and in a timely fashion.
- May produce a monthly e-Newsletter in collaboration with staff, students and campus partners as requested.
- Makes recommendations regarding marketing and/or communications to the Master's Office team and leaders of the Student Success programs.
- Actively participate and contribute to the Colleges social media channels by posting, liking, commenting, tweeting or re-tweeting on Facebook and Twitter
- May draft communications and marketing text as requested.
- Maintains a comprehensive set of records.
- Consistently acts as a role model by abiding by the Student Code of Conduct; takes a proactive approach in building a community based on mutual respect, consideration and open-mindedness.

## CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for a CLAY position (<http://sfs.yorku.ca/employment>)



- ✓ Excellent Interpersonal skills and superior oral and written communication skills
- ✓ High competency with social media - experience using Twitter, Facebook and/or LinkedIn.
- ✓ High competency with InDesign and Photoshop and movie and photography editing software.
- ✓ Breadth of skills related to communications such as an ability to conduct photo shoots, video shoots and design promotional materials using digital media.
- ✓ Knowledge of Vimeo/YouTube channel management and photography management systems
- ✓ Computing competency with basic spreadsheets (excel), word processing and PowerPoint/Prezi.
- ✓ Experience writing promotional materials is an asset
- ✓ Ability to work independently and under pressure while managing competing priorities and deadlines
- ✓ Strong attention to detail
- ✓ Creative spirit

## APPLICATION DETAILS AND DEADLINE

All applications are due on March 23rd, 2017 at 11:59pm. The selection and interview process will take place between March 24th and April 7th, 2017. Only successful candidates will be invited to an interview. Interviews will begin on March 28, 2017.

To apply for this position please visit <http://health.apps01.yorku.ca/machform/view.php?id=238067> to access the online application form. Please include the following in your application:

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

## FOLLOW UP PROCESS

All applications will be reviewed by the Master's Office team. The top ranked applicants will be contacted for an interview. Lete a task related to the position they have applied for.

# EVALUATION & RESEARCH ASSISTANT, STUDENT SUCCESS

## SUMMER: 1 POSITION

Up to 15 hours/week @ \$12.00/hour

## FALL/WINTER: 2 POSITION

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

## Mandatory Training & Work Dates

Work Study Orientation	Summer position(s): Wednesday, April 26, 2017 Fall/Winter positions: August (Date TBD)
Foundational Peer Leader Training (Calumet & Stong Colleges)	Week of July 17 - 21 or Week of August 14 - 18
York Orientation Day	Summer position(s): Wednesday, September 6, 2017

## Training & Professional Development Opportunities – Strongly Encouraged

Peer Leader Training (Student Success Centre)	Friday, April 28, 2017
York Orientation Day Volunteer Training	Monday, August 28, 2017
Advanced Peer Leader Training (Calumet & Stong Colleges)	Thursday, October 26, 2017 & Thursday, February 22, 2018

## POSITION SUMMARY

The Student Success programs at Stong and Calumet Colleges cluster into three main themes: New Student Transition, Student Development and Leadership, and Academic Support and Peer Assisted Learning. This is an opportunity to be a part of innovative program development that is infused by research and current literature on student success.

Under the supervision of the Student Success Coordinators, the Evaluation and Research Assistant will support 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, presenting results. Must be skilled with Microsoft Excel and Word.

## HOW YOU WILL BENEFIT?

- ✓ Apply your leadership skills to the development of a unique and important student program.
- ✓ Have the opportunity to develop your own knowledge and networks by interacting with key academic and administrative staff at York University, Faculty of Health and the Colleges.
- ✓ Work collaboratively with the Master's Office team and key student leaders.
- ✓ Have the opportunity to develop your research skills in the areas of data management, analysis and reporting.

## POSITION RESPONSIBILITIES

### A. Development and Training

- Participates in Peer Leadership Training on **April 28, 2017**
- Participates in mandatory training and office orientation on **May 8** (Summer Hires) OR **August 23, 2017** (Fall/Winter Hires).
- Attends and participates in all new student transition activities on **August 28 and September 6, 2017**.
- Reviews all materials related to Student Success at the Colleges (program objectives, evaluation reports, etc.).
- Meets with College leaders (Masters, staff leaders and student leaders) to gain an understanding of the background of programs offered at the Colleges.
- Actively participate and contribute to the Colleges social media channels by posting, liking, commenting, tweeting or re-tweeting on Facebook and Twitter
- 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.

### B. Data Management and Analysis

- Attends all Master's Office team meetings as requested.
- Assists Master's 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.
- Conducts literature reviews to inform the Colleges current priority programs
- Prepares written, tabular and visual summary reports and/or presentations.

## CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for a CLAY position (<http://sfs.yorku.ca/employment>)
- ✓ Strong understanding of research process
- ✓ Experience conducting library searches using academic search engines
- ✓ Excellent written and oral communication skills
- ✓ Superior organizational skills
- ✓ Knowledge and experience using Survey Monkey and MachForms (or desire to learn)
- ✓ Intermediate knowledge of Microsoft Office including: Word, Microsoft Excel and PowerPoint
- ✓ Ability to work independently with support and guidance from research supervisors

## APPLICATION DETAILS AND DEADLINE

All applications are due on March 23rd, 2017 at 11:59pm. The selection and interview process will take place between March 24th and April 7th, 2017. Only successful candidates will be invited to an interview. Interviews will begin on March 28, 2017.

To apply for this position please visit <http://health.apps01.yorku.ca/machform/view.php?id=238067> to access the online application form. Please include the following in your application:

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

## FOLLOW UP PROCESS

All applications will be reviewed by the Master's Office team. The top ranked applicants will be contacted for an interview. Lete a task related to the position they have applied for.

## ALUMNI & FELLOWS COORDINATOR

### SUMMER: 1 POSITION

Up to 15 hours/week @ \$12.00/hour

### FALL/WINTER: 1 POSITION

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

### Mandatory Training & Work Dates

Work Study Orientation	Summer position(s): Wednesday, April 26, 2017 Fall/Winter positions: August (Date TBD)
Foundational Peer Leader Training (Calumet & Stong Colleges)	Week of July 17 - 21 or Week of August 14 - 18
York Orientation Day	Summer position(s): Wednesday, September 6, 2017

### Training & Professional Development Opportunities – Strongly Encouraged

Peer Leader Training (Student Success Centre)	Friday, April 28, 2017
York Orientation Day Volunteer Training	Monday, August 28, 2017
Advanced Peer Leader Training (Calumet & Stong Colleges)	Thursday, October 26, 2017 & Thursday, February 22, 2018

### POSITION SUMMARY

The Alumni & Fellows Coordinator will support the engagement of alumni and fellows with Calumet and Stong Colleges. Working closely with the Master's Office, the Alumni & Fellows Coordinator will be responsible for outreach with alumni and fellows, and developing and maintaining a database of alumni and fellow contacts. 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.

### HOW WILL YOU BENEFIT?

- ✓ Apply your leadership skills to the development of unique and important projects.
- ✓ Have the opportunity to interact with key staff from some of York's units
- ✓ Have an opportunity to interact with external organizations, building your own knowledge and network.
- ✓ Work collaboratively with the Master's office team and key student leaders.
- ✓ Receive training on Peer Leadership and university resources.

- ✓ Opportunity to demonstrate organizational abilities, project management skills and leadership qualities

## POSITION RESPONSIBILITIES

### A. Development and Training

- Participates in Peer Leadership Training on **April 28, 2017**
- Participates in mandatory training and office orientation on **May 8, 2017** (Summer Hires) OR **August 23, 2017** (Fall/Winter Hires).
- Attends and participates in all new student transition activities on **September 6, 2017 (Summer Only)**
- Reviews all Calumet and Stong Colleges materials related to all programs
- Meets with Calumet and Stong Colleges leaders (Master, staff leaders and student leaders) to gain an understanding of the background of the existing student success programs, the vision and the work currently being undertaken within the Colleges

### B. Program Management

- Attends all Master's Office team meetings as requested.
- Maintains a comprehensive set of records.
- May draft communications and marketing text as requested.
- Works with the Master's 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 participate and contribute to the Colleges social media channels by posting, liking, commenting, tweeting or re-tweeting on Facebook and Twitter
- Consistently acts as a role model by abiding by the Student Code of Conduct; takes a proactive approach in building a community based on mutual respect, consideration and open-mindedness.

## CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for a CLAY position (<http://sfs.yorku.ca/employment>)
- ✓ Excellent interpersonal skills
- ✓ Superior oral and written communication skills
- ✓ Excellent technical skills related to communications
- ✓ Computing competency with basic spreadsheets (excel), word processing and PowerPoint/Prezi.
- ✓ Experience managing multiple projects is an asset
- ✓ Ability to work independently and under pressure while managing competing priorities and deadlines
- ✓ Demonstrated participation in and/or knowledge of student success programs at Calumet and Stong Colleges is required
- ✓ Collaborative spirit

## APPLICATION DETAILS AND DEADLINE

All applications are due on March 23rd, 2017 at 11:59pm. The selection and interview process will take place between March 24th and April 7th, 2017. Only successful candidates will be invited to an interview. Interviews will begin on March 28, 2017.

To apply for this position please visit <http://health.apps01.yorku.ca/machform/view.php?id=238067> to access the online application form. Please include the following in your application:

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

## **FOLLOW UP PROCESS**

All applications will be reviewed by the Master's Office team. The top ranked applicants will be contacted for an interview. Lete a task related to the position they have applied for.

# SPECIAL PROJECTS COORDINATOR

## SUMMER: 1 POSITION

Up to 15 hours/week @ \$12.00/hour

## FALL/WINTER: 1 POSITION

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

## Mandatory Training & Work Dates

Work Study Orientation	Summer position(s): Wednesday, April 26, 2017 Fall/Winter positions: August (Date TBD)
Foundational Peer Leader Training (Calumet & Stong Colleges)	Week of July 17 - 21 or Week of August 14 - 18
York Orientation Day	Summer position(s): Wednesday, September 6, 2017

## Training & Professional Development Opportunities – Strongly Encouraged

Peer Leader Training (Student Success Centre)	Friday, April 28, 2017
York Orientation Day Volunteer Training	Monday, August 28, 2017
Advanced Peer Leader Training (Calumet & Stong Colleges)	Thursday, October 26, 2017 & Thursday, February 22, 2018

## POSITION SUMMARY

The Student Success programs at Stong and Calumet Colleges cluster into three main themes: New Student Transition, Peer Assisted Learning and Leadership & Development. This is an opportunity to be a part of innovative program development that is infused by research and current literature on student success.

Under the supervision of the Student Success Coordinators and Student Development Assistant, the Coordinator, Special Projects will work with the team of student leaders all of whom are forging new paths in student success programs. The Coordinator will be responsible for supporting all special projects for the Student Success team and Office of the Master, Calumet and Stong Colleges. The Special Projects Coordinator will support projects led by the Office of the Master for Calumet and Stong Colleges. The Special Projects Coordinator must be familiar with the unique identity of Calumet and Stong Colleges and skills have experience with research and evaluation as well as special events coordination.



## HOW WILL YOU BENEFIT?

- ✓ Apply your leadership skills to the development of unique and important projects.
- ✓ Have the opportunity to interact with key staff from some of York's units
- ✓ Have an opportunity to interact with external organizations, building your own knowledge and network.
- ✓ Work collaboratively with the Master's office team and key student leaders.
- ✓ Receive training on Peer Leadership and university resources.
- ✓ Opportunity to demonstrate organizational abilities, project management skills and leadership qualities

## POSITION RESPONSIBILITIES

### A. Development and Training

- Participates in Peer Leadership Training on **April 28, 2017**
- Participates in mandatory training and office orientation on **May 8, 2017** (Summer Hires) OR **August 23, 2017** (Fall/Winter Hires).
- Attends and participates in all new student transition activities on **September 6, 2017**
- Reviews all Calumet and Stong Colleges materials related to all programs
- Meets with Calumet and Stong Colleges leaders (Master, staff leaders and student leaders) to gain an understanding of the background of the existing student success programs, the vision and the work currently being undertaken within the Colleges

### B. Program Management

- Attends all Master's Office team meetings as requested; interacts regularly with all faculty, staff and student leaders to help find solutions and implement activities.
- Liaises with appropriate partners to develop and maintain event management and project plans.
- Maintains a comprehensive set of records.
- Actively participate and contribute to the Colleges social media channels by posting, liking, commenting, tweeting or re-tweeting on Facebook and Twitter
- Consistently acts as a role model by abiding by the Student Code of Conduct; takes a proactive approach in building a community based on mutual respect, consideration and open-mindedness.

## CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for a CLAY position (<http://sfs.yorku.ca/employment>)
- ✓ Excellent interpersonal skills
- ✓ Superior oral and written communication skills
- ✓ Excellent technical skills related to communications
- ✓ Computing competency with basic spreadsheets (excel), word processing and PowerPoint/Prezi.
- ✓ Experience managing multiple projects is an asset
- ✓ Ability to work independently and under pressure while managing competing priorities and deadlines
- ✓ Demonstrated participation in and/or knowledge of student success programs at Calumet and Stong Colleges is required
- ✓ Collaborative spirit

## APPLICATION DETAILS AND DEADLINE

All applications are due on March 23rd, 2017 at 11:59pm. The selection and interview process will take place between March 24th and April 7th, 2017. Only successful candidates will be invited to an interview. Interviews will begin on March 28, 2017.

To apply for this position please visit <http://health.apps01.yorku.ca/machform/view.php?id=238067> to access the online application form. Please include the following in your application:

5. Cover letter explaining your interest in this position and why your strengths would make you a suitable candidate for this role. If you are applying for multiple roles at Calumet and Stong Colleges in one session, please tailor your cover letter and resume to your first preference. 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.
6. Resume.
7. Word document with list of two references. Please include the following for each of your referees: name, surname, organization, relationship to you, phone number and email address.
8. Copy of your co-curricular record outlining your on campus involvement.

## **FOLLOW UP PROCESS**

All applications will be reviewed by the Master's Office team. The top ranked applicants will be contacted for an interview. Lete a task related to the position they have applied for.