

WORK @ STONG & CALUMET COLLEGE



FALL/WINTER 2013-14 EMPLOYMENT OPPORTUNITIES

Stong and Calumet Colleges are hiring students for the 2013-14 fall/winter academic year. Following you will find detailed job descriptions, including instructions on how to apply.

Stong and Calumet are affiliated with the Faculty of Health and the Faculty of Liberal Arts and Professional Studies, serving students from Nursing, Kinesiology and Health Science, Psychology, Health Policy and Management as well as Business and English, Creative Writing and Professional Writing.

Stong and Calumet are vibrant places where students interact with peers, senior student leaders, faculty and staff as they build friendships, explore the future, contribute to community and acquire the skills to be successful in university.



List of Employment Opportunities

Student Peer Advisor, Calumentor and First Year Experience	2
Coordinator, Agents of Change and Create Your Future	4
Coordinator, Work @ Stong & Calumet Colleges	7
Coordinator, Volunteer @ Stong & Calumet Colleges	10
Coordinator, Write to Succeed (WTS)	13
Coordinator, Peer-Assisted Study Sessions (PASS)	16
Leader, Peer-Assisted Study Sessions (PASS)	19
Student Peer Advisor, Communications	22
Coordinator, Program Evaluation	25

Position Title: Student Peer Advisor, Calumentor Program and First Year Experience

CLAY Position Fall/Winter Session * 10 hours per week * \$12.00 per hour
* Training date: August 27, 2013 * Start date: September 9, 2013

POSITION SUMMARY

Stong and Calumet Colleges are in the process of further developing their student success programs. As they continue to move forward with these initiatives, it will provide an opportunity to be on the ground floor of innovative program development that is infused by research and current literature on student success. Reporting to the Student Success Coordinator, the Calumentor and First Year Experience Student Peer Advisor will provide the overall leadership for the development, delivery and evaluation of the a revised Calumentor program and first year experience initiatives. The incumbent will work on the executive committee with the Masters' team, students and internal and external partners to help promote student success in the first year.

HOW WILL YOU BENEFIT?

- ✓ The opportunity to develop your leadership skills in the areas of planning, operation, and assessment.
- ✓ Apply your leadership skills to the development of a unique and important student program.
- ✓ Work collaboratively with the Masters' Office team and key student leaders.
- ✓ Have the opportunity to interact with key academic and administrative staff at York University, Stong and Calumet College developing your own knowledge and networks.

POSITION RESPONSIBILITIES:

A. Development and Training

- Participates in mandatory training and office orientation on August 27, 2013
- Participates in the ongoing training and development workshops and online assignments required through the Work @ Stong and Calumet program
- Reviews all Stong/Calumet College materials related to the Calumentor program, first year experience initiatives, Alf Lizzio's *Five Senses of Student Success* and any documents related to first year success.
- Meets with Stong/Calumet College leaders (Masters of Stong and Calumet, Student Success Coordinators, administrators and student leaders) to gain an understanding of the first year experience context within the colleges and the university as a whole.

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).
- Assists in analyzing the effectiveness of the program, e.g., evaluation forms, reflection exercises, etc.
- Maintains a policy and procedure manual related to the Calumentor Program and First Year Experience initiatives

- Communicates with college administrators and faculty members and attends all Masters' Office team meetings as requested.
- Updates and maintains the policy and procedure manuals.

C. Program Management

- Utilizes Alf Lizzio's *Five Senses of Student Success* model as a guiding conceptual framework and is informed by York's pan-university first year experience strategy
- Supports the ongoing development of the Calumentor program
- Takes leadership for the development of an evidence based and theory/research informed First Year Series.
- Contributes to the development of the *Welcome Day* Report

CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for Work/Study and or 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 Stong and Calumet Colleges is required

APPLICATION DETAILS AND DEADLINE

All applications are due on **August 4, 2013** at midnight. The selection and interview process will take place between **August 14 and August 21, 2013**. Only successful candidates will be invited to an interview.

To apply for this position please click [here](#) to access the online application form or visit the [Work @ Stong & Calumet](#) webpage for complete position details. 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.
2. Resume. Please tailor your cover letter and resume to your first preference.
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.

FOLLOW UP PROCESS

All applications will be reviewed by the Masters' Office team.

Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Masters' Office team. Successful applicants will be asked to participate in an activity, presentation and/or complete a specialized task.

Please note all positions are pending approval!

[\[To List of Opportunities\]](#)

Position Title: Coordinator, Agents of Change and Create Your Future

CLAY Position Fall/Winter Session * 10 hours per week * \$12.00 per hour
*** Training date: August 27, 2013 * Start date: September 9, 2013**

POSITION SUMMARY

Stong and Calumet Colleges are in the process of further developing their student success programs. As they continue to move forward with these initiatives, it will provide an opportunity to be on the ground floor of innovative program development that is infused by research and current literature on student success.

Agents of Change is a program that focuses on community service, volunteerism and leadership specifically geared toward improving health and health care in the local and global context. Focusing on the development of knowledge and skills that are necessary to become a successful change agent and leader, the Agents of Change program will facilitate several activities throughout the academic year by working with key partners from the Faculty of Health and student clubs. Create Your Future is a program designed help students explore opportunities for their future whether that is finding a career path, pursuing volunteering opportunities or preparing for professional or graduate studies. Create Your Future will involve partners from the Career Centre, York International as well as external partners such as the Ontario Medical Association, the Registered Nurses Association of Ontario and the Kinesiology Association of Ontario.

The Coordinator of Agents of Change and Create Your Future will report to the Master Stong College and will work with the team of student leaders, Masters' Office Staff and internal and external partners on campus. The Coordinator will be responsible for further promoting and managing Agents of Change and related activities to the Faculty of Health community. The Coordinator will be responsible for the implementation and evaluation of the Agents of Change and Create Your Future programs.

HOW WILL YOU BENEFIT?

- ✓ Apply your leadership skills to the development and promotion of a unique and important student program.
- ✓ Have the opportunity to interact with key staff from some of York's units such as the Masters' Office, the Career Centre and York International as well as key academic staff within the Faculty of Health, developing your own knowledge and career and educational futures.
- ✓ Have the opportunity to interact with professional associations and organizations that are external to the university building your own knowledge and network.
- ✓ Work collaboratively with the Masters' Office team and key student leaders.

POSITION RESPONSIBILITIES:

A. Development and Training

- Participates in mandatory training and office orientation on August 27, 2013

- Participates in the ongoing training and development workshops and online assignments required through the Work @ Stong and Calumet program
- Reviews all Stong and Calumet College materials related to Agents of Change.
- Meets with Stong and Calumet College leaders to gain an understanding of the background of the Agents of Change program, the vision and the work currently being undertaken within the College.

B. Communication and Administration

- Attends all Masters' Office team meetings as requested.
- Implements the communication strategy related to Agents of Change as provided by the Master and Faculty of Health, Office of the Dean Productions Officer.
- Develops an evaluation tool to track participation rates and feedback as related to Agents of Change and Create Your Future events and activities.
- Manages meeting schedule as related to Agents of Change including, minute taking and following up on key actions.
- Maintains a comprehensive set of records.

C. Program Management

- Works with the Masters' Office team, student leaders and internal and external partners to prepare an annual plan of events/activities for Agents of Change.
- For each activity, develops and maintains an activity management plan, including Stong College's responsibilities.
- Organizes event logistics such as; invitations, communications, room bookings, welcoming guests, preparing thank you gifts/notes, ordering equipment as required, ensuring rooms are properly set up, arranging for the posting of signage for the event and communicating with the Masters' Office for create your future.
- Prepares evaluations for each event and ensures they are collected. Tabulates and reports the results.
- Manages event volunteers by providing relevant training and details about events and tasks and roles.
- Contributes to the Awards Celebrations held at the end of year by preparing written and visual content.
- Develops a conceptual map/framework of Stong and Calumet co-curricular programming and how it relates to the Agents of Change attributes.

CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for Work/Study and or CLAY position (<http://sfs.yorku.ca/employment/>)
- ✓ Excellent interpersonal skills
- ✓ Demonstrated leadership abilities in peer leading situations
- ✓ Superior organizational skills
- ✓ Computing competency with basic spreadsheets (excel), word processing and PowerPoint/Prezi

APPLICATION DETAILS AND DEADLINE

All applications are due on **August 4, 2013** at midnight. The selection and interview process will take place between **August 14 and August 21, 2013**. Only successful candidates will be invited to an interview.

To apply for this position please click [here](#) to access the online application form or visit the [Work @ Stong & Calumet](#) webpage for complete position details. 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.
2. Resume. Please tailor your cover letter and resume to your first preference.
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.

FOLLOW UP PROCESS

All applications will be reviewed by the Masters' Office team.

Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Masters' Office team. Successful applicants will be asked to participate in an activity, presentation and/or complete a specialized task.

Please note all positions are pending approval!

[\[To List of Opportunities\]](#)

Position Title: Coordinator, Work @Stong and Calumet

CLAY Position Fall/Winter Session * 10 hours per week * \$12.00 per hour
*** Training date: August 27, 2013 * Start date: September 9, 2013**

POSITION SUMMARY

Stong and Calumet Colleges are in the process of further developing their student success programs. The programs cluster into three main themes: Peer Mentorship, 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, Work @ Stong and Calumet will be responsible for implementing, evaluating and producing a long term plan for the Work @ Stong and Calumet program as well as working collaboratively with student councils and associations in both Stong and Calumet college to foster relationships, provide support to their ongoing development and establish ways to collaborate.

The Coordinator will report to the Student Success Coordinator 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, implementation and organization of the Work@ Stong and Calumet Program.

HOW WILL YOU BENEFIT?

- ✓ Apply your leadership skills to the development of a unique and important student programs.
- ✓ Have the opportunity to develop your facilitation skills by designing and facilitating workshops related to program planning and development
- ✓ 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 Masters' office team and key student leaders.
- ✓ Opportunity to demonstrate organizational abilities and leadership qualities

POSITION RESPONSIBILITIES:

A. Development and Training

- Participates in mandatory training and office orientation on August 27, 2013.
- Participates in the ongoing training and development workshops and online assignments required through the Work @ Stong and Calumet program
- Reviews all Stong and Calumet College materials as it relates to the Work@Stong and Calumet program.
- Meets with Stong and Calumet College leaders (Masters of Stong and Calumet, 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 such as student councils, associations and staff in the Faculty of Health, Stong and Calumet Colleges.

- Communicates with college administration and faculty members and attends all Masters' Office team meetings as requested.
- Assists in analyzing the effectiveness of the program, e.g., evaluation forms, reflection exercises, etc.
- Develops a policy and procedure manual related to Work@Stong and Calumet program.
- Maintains comprehensive set of records.

C. Program Management

- Facilitates workshops for the Work@Stong and Calumet program on topics such as program planning, diversity and active listening, communication, etc.
- Organizes all workshop logistics such as; invitations, communications, room bookings, welcoming guests/speakers (if applicable), ordering equipment as required, ensuring rooms are properly set up, arranging for the posting of signage and communicating with the Masters' Office.
- Implements, collects and tabulates all online assignments, evaluation forms and material related to tracking student learning through the program
- Works collaboratively with student councils and associations to determine their priorities for the year, ways to build community and support their development
- Plans, prepares and implements professional development opportunities for student councils and associations
- Manages a group calendar for the Masters' Office and liaises with student councils and associations to ensure they maintain their own.
- Develops and maintains event management and project plans for all programs.
- Liaises with appropriate partners to schedule workshops, events and activities.

CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for Work/Study and or 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

APPLICATION DETAILS AND DEADLINE

All applications are due on **August 4, 2013** at midnight. The selection and interview process will take place between **August 14 and August 21, 2013**. Only successful candidates will be invited to an interview.

To apply for this position please click [here](#) to access the online application form or visit the [Work @ Stong & Calumet](#) webpage for complete position details. 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.

2. Resume. Please tailor your cover letter and resume to your first preference.
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.

FOLLOW UP PROCESS

All applications will be reviewed by the Masters' Office team.

Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Masters' Office team. Successful applicants will be asked to participate in an activity, presentation and/or complete a specialized task.

Please note all positions are pending approval!

[\[To List of Opportunities\]](#)

Position Title: Coordinator, Volunteer @ Stong and Calumet

CLAY Position Fall/Winter Session * 10 hours per week * \$12.00 per hour
*** Training date: August 27, 2013 * Start date: September 9, 2013**

POSITION SUMMARY

Stong and Calumet Colleges are creating a new set of exciting student success programs. Volunteer @ Stong and Calumet is designed to provide students with a 'one-stop-shop' to volunteering opportunities that exist within the two Colleges and the greater YU community. Volunteering is an excellent way for students to explore possible interests for the future, apply what they are learning in their academic programs, or enhance job applications or applications for professional schools or graduate studies. The Coordinator, Volunteer at Stong and Calumet will report to the Student Success Coordinator and will work with the team of student leaders all of whom are forging new paths in student success programs. The incumbent will be responsible for the development, planning, organization, implementation and evaluation of the Volunteer @ Stong and Calumet program. Using demonstrated communication and organizational skills, the Coordinator will interact with Masters' Office staff, students as well as community partners to create and manage a meaningful and successful volunteering program.

HOW WILL YOU BENEFIT?

- ✓ Apply your leadership skills to the development of a unique and important student program.
- ✓ Have the opportunity to interact with key academic and administrative staff at York University, Stong and Calumet Colleges developing your own knowledge and networks.
- ✓ Have the opportunity to interact with community agencies and external organizations further building your own knowledge and network.
- ✓ Work collaboratively with the Masters' Office team and key student leaders.
- ✓ Opportunity to demonstrate organizational abilities and leadership qualities

POSITION RESPONSIBILITIES:

A. Development and Training

- Participates in training and office orientation (August 27th, mandatory).
- Participates in the ongoing training and development workshops and online assignments required through the Work @ Stong and Calumet program
- Reviews all Stong College materials related to Create Your Future. Only Stong? Not Calumet?
- Meets with Stong College leaders (Master, staff leaders and student leaders) to gain an understanding of the background of the Volunteer @ Stong program, the vision and the work currently being undertaking within the College.
- Conducts an internal and external scan of volunteering opportunities that would be of particular relevance to Stong College students.

B. Communication and Administration

- Attends all Masters' Office team meetings as requested.

- Develops a communication strategy related to Volunteer @ Stong in collaboration with the Coordinator of Create Your Future and Communications and Marketing Coordinator and Multimedia Coordinator.
- Effectively engages in interactions with key internal and external partners.
- Develops an evaluation tool to track participation rates in Volunteer @ Stong events and activities, and to assess the usefulness of each program.
- Develops and maintains a policy and procedure manual related to Volunteer @ Stong.
- Maintains a comprehensive set of records.

C. Program Management

- Will be responsible for investigating possible service learning (experiential education) opportunities which integrates classroom learning and instruction that is applied through community service and engagement.
- Develops a system for integrating processes for recruitment, training and other processes for volunteers.
- Works with the Masters' Office team, student leaders and internal and external partners to prepare an annual plan of events/activities for Volunteer @ Stong and Calumet, including a volunteer appreciation celebration.
- Ensures that all risk and liability criteria are addressed where indicated.
- Establishes and maintains an inventory of student volunteers, nature of the volunteering opportunity, dates, training requirements and their satisfaction.
- Maintains a communication record with sponsors/agencies.
- Interacts with external agencies who host student volunteers.
- Prepares evaluations for student volunteers and hosts. Tabulates evaluation data.
- Develops and implements Agents of Change, Radom Acts of Kindness initiative.

CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for Work/Study and or CLAY position (<http://sfs.yorku.ca/employment/>)
- ✓ Excellent Interpersonal Skills
- ✓ Demonstrated leadership abilities in peer leading situations
- ✓ Superior organizational skills
- ✓ Volunteer experience
- ✓ Knowledge of Survey Monkey, MachForms (or desire to learn)
- ✓ Computing competency with basic spreadsheets (excel), word processing and knowledge of social media an asset.

APPLICATION DETAILS AND DEADLINE

All applications are due on **August 4, 2013** at midnight. The selection and interview process will take place between **August 14 and August 21, 2013**. Only successful candidates will be invited to an interview.

To apply for this position please click [here](#) to access the online application form or visit the [Work @ Stong & Calumet](#) webpage for complete position details. 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.

2. Resume. Please tailor your cover letter and resume to your first preference.
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.

FOLLOW UP PROCESS

All applications will be reviewed by the Masters' Office team.

Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Masters' Office team. Successful applicants will be asked to participate in an activity, presentation and/or complete a specialized task.

Please note all positions are pending approval!

[\[To List of Opportunities\]](#)

Position Title: Coordinator, Write to Succeed (WTS)

CLAY Position Fall/Winter Session * 10 hours per week * \$12.00 per hour
*** Training date: August 27, 2013 * Start date: September 9, 2013**

POSITION SUMMARY

Stong and Calumet Colleges are in the process of further developing their student success programs. The programs cluster into three main themes: Peer Mentorship, 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 Write to Succeed (WTS) program aims to help students with their writing skills by offering a Drop-In Centre and Referral service. The program is made up of a high performance students, known as Peer Writing Mentors, who volunteer and put their talents to work to help students from English, Professional Writing and Creative Writing, Kinesiology and Nursing, including, students from Business (Schulich), Cognitive Science, Psychology as well as Health Policy and Management with their writing assignments; these assignments could range from scholarly or research papers, to lab reports and reflection papers. The Coordinator will help facilitate and be responsible for the planning, organization, implementation and evaluation of the WTS program. Using demonstrated leadership skills, the Coordinator will interact with Peer Writing Mentors, Masters' Office staff, students as well as internal and external partners to help manage the program.

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.
- ✓ Work collaboratively with the Masters' Office team and key student leaders.

POSITION RESPONSIBILITIES:

A. Development and Training

- Participates in training and office orientation (August 27th, mandatory).
- Participates in the ongoing training and development workshops and online assignments required through the Work @ Stong and Calumet program
- Attends Welcome Days (academic orientation) in the week of September 2nd, 2013.
- Reviews all Stong College materials related to the Write to Succeed Program.
- Meets with Stong College leaders (Masters, staff leaders and student leaders) to gain an understanding of the background of the WTS program, the vision and the work currently being undertaken within the College. How does Calumet fit in?

B. Communication and Administration

- Liaisons with other resources available at York for student writing such as the Learning Commons at Scott Library, the Writing Centre and Learning Skills through Counseling Disabilities Service (CDS).

- Communicates with college administration and faculty members and attends all Masters' Office team meetings as requested.
- Assists in analyzing the effectiveness of the program, e.g., evaluation forms, attendance sheets.
- Maintains a policy and procedure manual related to the PASS program.
- Maintains comprehensive set of records.

C. Program Management

- Creates the working schedule of the Peer Writing Mentors in the Drop-In Centre
- Responsible for creating and implementing Professional Development seminars for the Peer Writing Mentors.
- Prepares and distributes evaluations for students and Peer Writing Mentors. Tabulates evaluation data.
- Implements and promotes workshops available at the Learning Commons, the Writing Centre and Counseling Disabilities Services (CDS).
- Develops a plan for posting WTS activities/sessions to the Facebook and Twitter accounts.
- Identifies strengths and weakness of the WTS program and makes recommendations to increase the overall quality of the program.

CORE COMPETENCIES

- ✓ B+ academic standing with a minimum of 60 credits completed
- ✓ Meets eligibility criteria for Work/Study and or CLAY position (<http://sfs.yorku.ca/employment/>)
- ✓ Committed to supporting student writing
- ✓ Excellent organization skills
- ✓ Knowledge of university resources
- ✓ Demonstrated leadership abilities in peer leading situations
- ✓ Knowledge of Survey Monkey, MachForms and/or Event Brite (or desire to learn)
- ✓ Computing competency with basic spreadsheets (excel), word processing, PowerPoint/Prezi and knowledge of social media an asset

APPLICATION DETAILS AND DEADLINE

All applications are due on **August 4, 2013** at midnight. The selection and interview process will take place between **August 14 and August 21, 2013**. Only successful candidates will be invited to an interview.

To apply for this position please click [here](#) to access the online application form or visit the [Work @ Stong & Calumet](#) webpage for complete position details. 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.
2. Resume. Please tailor your cover letter and resume to your first preference.
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.

FOLLOW UP PROCESS:

All applications will be reviewed by the Masters' Office team.

Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Masters' Office team. Successful applicants will be asked to participate in an activity, presentation and/or complete a specialized task.

Please note all positions are pending approval!

[\[To List of Opportunities\]](#)

Position Title: Coordinator, Peer-Assisted Study Sessions (PASS)

CLAY Position Fall/Winter Session * 10 hours per week * \$12.00 per hour

*** Training date: August 27, 2013 * Start date: September 9, 2013**

POSITION SUMMARY

Stong and Calumet Colleges are in the process of further developing their student success programs. The programs cluster into three main themes: Peer Mentorship, 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 Peer-Assisted Study Sessions (PASS) program involves academically successful, upper level students who facilitate study sessions in historically challenging courses. The PASS program is designed to enrich learning, thereby strengthening student's study skills and building academic success. PASS sessions focus on the process of learning as opposed to specific course content and are conducted as a formal study session in which students review notes, discuss and practice learning and study strategies and develop organizational skills in order to prepare for exams. In the Fall/Winter 2013 and 2014 academic year, PASS will be offered in Physiology I (KINE 2011), Anatomy (KINE 2031), Physiology II (KINE 3012), Biomechanics (KINE 3030) and Statistics I (PSYC 2021). The Coordinator will be responsible for the planning, organization, implementation and evaluation of the PASS program. Using demonstrated leadership skills, the Coordinator will interact with PASS Leaders, Masters' Office staff, students as well as internal and external partners to manage the Peer-Assisted Study Sessions program.

HOW WILL YOU BENEFIT?

- ✓ Apply your leadership skills to the development of a unique and important student program.
- ✓ Receive training on Supplemental Instruction, Peer Leadership and university resources.
- ✓ Gain personal and professional development as a result of formal and informal mentoring by faculty and staff.
- ✓ Opportunity to demonstrate organizational abilities, time management skills and leadership qualities.
- ✓ Work collaboratively with the Masters' Office team and key student leaders.

POSITION RESPONSIBILITIES:

A. Development and Training

- Participates in training and office orientation (August 27th, 28th and 29th – mandatory).
- Participates in the ongoing training and development workshops and online assignments required through the Work @ Stong and Calumet program
- Attends Welcome Days (academic orientation) in the week of September 2nd, 2013.
- Reviews all Stong College materials related to the PASS Program. Only Stong?
- Meets with Stong and Calumet College leaders (Masters of Stong and Calumet, staff leaders and student leaders) to gain an understanding of the background of the PASS program, the vision and the work currently being undertaken within the College.

B. Communication and Administration

- Liaisons with college administration and faculty members and attends all Masters' Office team meetings as requested.
- Assists in analyzing the effectiveness and quality of all aspects of the program, e.g., evaluation forms, attendance sheets, grades of participants.
- Maintains a policy and procedure manual related to the PASS program.
- Maintains a comprehensive set of records.

C. Program Management

- Responsible for the coordinator, delivery and evaluation of the Pan-University PASS Event and Professional Development Seminars of PASS Leaders.
- Prepares and distributes evaluations for students and PASS Leaders. Tabulates evaluation data.
- Arranges for 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 and leader positions.
- Monitors and updates the Facebook groups for the courses offered.
- Prepares resources for PASS leaders.

CORE COMPETENCIES

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

APPLICATION DETAILS AND DEADLINE

All applications are due on **August 4, 2013** at midnight. The selection and interview process will take place between **August 14 and August 21, 2013**. Only successful candidates will be invited to an interview.

To apply for this position please click [here](#) to access the online application form or visit the [Work @ Stong & Calumet](#) webpage for complete position details. 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.
2. Resume. Please tailor your cover letter and resume to your first preference.
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.

FOLLOW UP PROCESS:

All applications will be reviewed by the Masters' Office team.

Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Masters' Office team. Successful applicants will be asked to participate in an activity, presentation and/or complete a specialized task.

Please note all positions are pending approval!

[\[To List of Opportunities\]](#)

Position Title: Leader, Peer-Assisted Study Sessions (PASS)

CLAY Position Fall/Winter Session * 10 – 15 hours per week * \$12.00 per hour
*** Training date: August 27, 2013 * Start date: September 9, 2013**

POSITION SUMMARY

Stong and Calumet Colleges are in the process of further developing their student success programs. The programs cluster into three main themes: Peer Mentorship, 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 Peer-Assisted Study Session program is being offered collaboratively by Stong and Calumet Colleges. Peer-Assisted Study Sessions (PASS) is a program involving academically successful, upper level students who facilitate study sessions in historically challenging courses. The PASS program is designed to enrich learning, thereby strengthening student's study skills and building academic success. PASS sessions focus on the process of learning as opposed to specific course content and are conducted as a formal study session in which students review notes, discuss and practice learning and study strategies and develop organizational skills in order to prepare for exams. In the Fall/Winter 2013-2014 academic year, PASS will be offered in Physiology I (KINE 2011), Anatomy (KINE 2031), Physiology II (KINE 3012), Biomechanics (KINE 3030) and Statistics I (PSYC 2021). The PASS Leader will plan, facilitate and lead regular study sessions. Using demonstrated leadership skills, the PASS Leader will interact with the PASS Coordinator, Masters' Office staff, students as well as internal and external partners to manage Peer-Assisted Study Sessions.

HOW WILL YOU BENEFIT?

- ✓ Apply your leadership skills to the development of a unique and important student program.
- ✓ Gain positive personal development, increased self-confidence and enhanced self-esteem.
- ✓ Improve communication skills and build mature professional and personal relationships.
- ✓ Improve own comprehension of core subject elements, note taking skills and study techniques.
- ✓ Work collaboratively with the Masters' Office team and key student leaders.

POSITION RESPONSIBILITIES:

A. Development and Training

- Participates in training and office orientation (August 27th, 28th and 29th – mandatory).
- Participates in the ongoing training and development workshops and online assignments required through the Work @ Stong and Calumet program.
- Undertakes cross-trainings, Professional Development Seminars and Pan-University PASS Event throughout the year with other PASS Leaders.
- Reviews all Stong College materials related to the PASS Program. Stong only?
- Meets with Stong and Calumet College leaders (Masters of Stong and Calumet, staff leaders and student leaders) to gain an understanding of the background of the PASS program, the vision and the work currently being undertaken within the College.

B. Communication and Administration

- Works closely with the Pass Coordinator, Senior PASS Leaders and liaise with college administration and faculty members.
- Assists in analyzing the effectiveness and quality of all aspects of the program, e.g., evaluation forms, attendance sheets, etc.
- Help maintain a policy and procedure manual related to the PASS program.

C. Program Management

- Attends all lectures (3 hours per week) for the courses they are responsible for (visit <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/30/wo/N7UHI6rbApd40bcQbhOmug/2.1.9.7> for details about course times/schedules).
- Prepares and facilitate two 1.5 hour-long sessions per week.
- Creates a handout for each session.
- Oversees Facebook groups and engages students in discussions about the course material.
- Promote the PASS program with regular class announcements.

CORE COMPETENCIES

- ✓ Previously taken two of the following courses with a grade of A or A+. Courses include: Physiology I (KINE 2011), Anatomy (KINE 2031), Physiology II (KINE 3012), Biomechanics (KINE 3030) and/or Statistics I (PSYCH 2012).
- ✓ Commit a total of 15 hours per week during the Fall AND Winter 2012/13 academic year.
- ✓ Excellent interpersonal and communication skills.
- ✓ Must be able to model various study skills and techniques.
- ✓ Be flexible and have the ability to work efficiently with groups and in a team environment.
- ✓ Empathize with the needs of the students, while being approachable, patient and encouraging in dealing with students.
- ✓ Eligibility to Work/Study and or CLAY position (<http://sfs.yorku.ca/employment/>).
- ✓ Demonstrated leadership abilities in peer leading situations.

APPLICATION DETAILS AND DEADLINE

All applications are due on **August 4, 2013** at midnight. The selection and interview process will take place between **August 14 and August 21, 2013**. Only successful candidates will be invited to an interview.

To apply for this position please click [here](#) to access the online application form or visit the [Work @ Stong & Calumet](#) webpage for complete position details. 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.
2. Resume. Please tailor your cover letter and resume to your first preference.
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. Unofficial transcript.

FOLLOW UP PROCESS:

All applications will be reviewed by the Masters' Office team.

Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Masters' Office team. Successful applicants will be asked to participate in an activity, presentation and/or complete a specialized task.

Please note all positions are pending approval!

[\[To List of Opportunities\]](#)

Position Title: Student Peer Advisor, Communications

CLAY Position Fall/Winter Session * 10 hours per week * \$12.00 per hour

*** Training date: August 27, 2013 * Start date: September 9, 2013**

POSITION SUMMARY

Stong and Calumet Colleges are in the process of further developing their student success programs. As we promote these new initiatives, we will be refreshing the website, developing communications and ensuring that we maintain a vibrant presence on our social media, web, bulletin boards, Faculty websites, YU Connect and all other communications venues.

The Communications Student Peer Advisor will manage the various digital mediums that the Colleges use to communicate with their students (i.e. Twitter, Facebook, website, etc.). Using demonstrated communications and marketing skills, the Student Peer Advisor will interact with the Masters' Office staff, student leaders, Communications staff in the Faculty of Health, and other partners to develop and maintain a Stong and Calumet communications plan. The Student Peer Advisor 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 Student Peer Advisor must also be well versed in various fields of social media and multimedia, and have a great personal interest in the field of communications. Other skills that the coordinator must possess include the ability to work with Microsoft Word, Powerpoint, and Photoshop. Design, video and photography skills are also an asset. The Student Peer Advisor must be a self-starter, juggle multiple tasks, and be able to work as a team member alongside the rest of the Communications team, including Stong and Calumet staff.

HOW WILL YOU BENEFIT?

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

POSITION RESPONSIBILITIES:

A. Development and Training

- Participates in mandatory training and office orientation on August 27, 2013.
- Participates in the ongoing training and development workshops and online assignments required through the Work @ Stong and Calumet program.
- Attends and participates in all new student transition activities in late August/early September.
- Meets with Stong and Calumet College leaders (Masters of Stong and Calumet, 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 Masters' Office team meetings as requested.
- Works with the Masters' Office team, student leaders and internal and external partners to prepare and present a comprehensive plan for improving communications and marketing at Stong and Calumet College.
- Contributes to the development of the communication strategy for Stong and Calumet, 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, Faculty of Health profile on the website (focusing on New Student Transition Programs throughout the Fall/Winter months).
- 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.
- Makes recommendations regarding marketing and/or communications to the Masters' Office team and leaders of the Student Success programs.
- May draft communications and marketing text as requested.
- Maintains a comprehensive set of records.
- Creates and designs content for the Stong and Calumet bulletin boards.

CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for Work/Study and or CLAY position (<http://sfs.yorku.ca/employment/>)
- ✓ Excellent Interpersonal skills
- ✓ Superior oral and written communication skills
- ✓ Excellent technical skills related to communications, videography and photography
- ✓ Breadth of skills related to communications such as an ability to conduct photo shoots, video shoots, design promotional materials using digital media
- ✓ Knowledge of Vimeo/YouTube channel management and photography management systems
- ✓ Ability to work independently
- ✓ High competency with social media - experience using Twitter, Facebook and/or LinkedIn).
- ✓ Computing competency with basic spreadsheets (excel), word processing and PowerPoint/Prezi.
- ✓ Experience writing promotional materials an asset
- ✓ Ability to work independently and under pressure while managing competing priorities and deadlines
- ✓ Creative spirit

APPLICATION DETAILS AND DEADLINE

All applications are due on **August 4, 2013** at midnight. The selection and interview process will take place between **August 14 and August 21, 2013**. Only successful candidates will be invited to an interview.

To apply for this position please click [here](#) to access the online application form or visit the [Work @ Stong & Calumet](#) webpage for complete position details. 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.
2. Resume. Please tailor your cover letter and resume to your first preference.
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.

FOLLOW UP PROCESS:

All applications will be reviewed by the Masters' Office team.

Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Masters' Office team. Successful applicants will be asked to participate in an activity, presentation and/or complete a specialized task.

Please note all positions are pending approval!

[\[To List of Opportunities\]](#)

Position Title: Coordinator, Program Evaluation

CLAY Position Fall/Winter Session * 10 hours per week * \$12.00 per hour
*** Training date: August 27, 2013 * Start date: September 9, 2013**

POSITION SUMMARY

Stong and Calumet Colleges are in the process of further developing their student success programs. The programs cluster into three main themes: Peer Mentorship, 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 will support the Student Success Coordinators (SSCs) and their teams in relation to program planning including providing assistance with design, organizing data collection, compiling data and reporting. The Coordinator will work closely with the Research Assistant who will have primary responsibility for quantitative and qualitative data analysis. The Coordinator will ensure that each student success program has current literature to support the evaluation report. The Coordinator will report to the Student Success Coordinator and Coordinators of various programs to design evaluation reports and will organize content accordingly. The Coordinator will draft selected sections of the reports along with the Research Assistant.

HOW YOU WILL BENEFIT?

- ✓ Gain valuable and transferable research skills that will help you in your post-graduation career
- ✓ Receive research mentoring from faculty members and other members of the research team
- ✓ 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 Stong and Calumet College
- ✓ Work collaboratively with the Masters' Office team and key student leaders.
- ✓ Have the opportunity to develop your research skills in the areas of data management and analysis.

POSITION RESPONSIBILITIES

A. Development and Training

- Participates in mandatory training and office orientation on August 27, 2013.
- Participates in the ongoing training and development workshops and online assignments required through the Work @ Stong and Calumet program.
- Reviews Stong and Calumet College materials related to Student Success (program objectives, evaluation reports, etc.).
- Meets with Stong and Calumet College leaders (Masters, staff leaders and student leaders) to gain an understanding of the background of programs offered at Stong and Calumet College.

B. Evaluation Planning and Coordination

- Attends all Masters' Office team meetings as requested.
- Develops critical paths for the evaluation components of all student success programs.
- Communicates with all related parties regarding the collection of evaluation data.
- Organizes necessary materials for data collection.

- Organizes data collection teams where needed.
- Ensures all data are stored securely and in an organized fashion.
- Conducts literature reviews under the direction of the Student Success Coordinators.
- Liaises with the Research Assistant regarding the analysis of data.
- Prepares evaluation reports, powerpoint presentations or briefing notes requested by the Student Success Coordinators

CORE COMPETENCIES

- ✓ B+ academic standing with a minimum of 60 credits completed
- ✓ Understanding of program evaluation process
- ✓ Experience conducting library searches using academic search engines
- ✓ Excellent written and oral communication skills
- ✓ Superior organizational skills
- ✓ Intermediate knowledge of Microsoft Office including: Word, Microsoft Excel and PowerPoint Ability to work independently with support and guidance from research supervisor

APPLICATION DETAILS AND DEADLINE

All applications are due on **August 4, 2013** at midnight. The selection and interview process will take place between **August 14 and August 21, 2013**. Only successful candidates will be invited to an interview.

To apply for this position please click [here](#) to access the online application form or visit the [Work @ Stong & Calumet](#) webpage for complete position details. 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.
2. Resume. Please tailor your cover letter and resume to your first preference.
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.

FOLLOW UP PROCESS

All applications will be reviewed by the Masters' Office team.

Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Masters' Office team. Successful applicants will be asked to participate in an activity, presentation and/or complete a specialized task.

Please note all positions are pending approval!

[\[To List of Opportunities\]](#)