

WORK @ CALUMET AND STONG COLLEGES



2016-2017 EMPLOYMENT OPPORTUNITIES

Calumet and Stong Colleges are hiring students for 2016-2017. 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.

Our Colleges aim to support students with a variety of programs by creating a community of learning that focuses on student success through peer mentorship, leadership and development, and peer assisted learning.

PLEASE NOTE ALL POSITIONS ARE PENDING APPROVAL!



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COORDINATOR, NEW STUDENT TRANSITION TEAM LEAD

Summer: 1 Position

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

MANDATORY TRAINING AND WORK DATES:

- Peer Leader Training: Friday, April 22, 2016
- Workstudy Orientation: Monday, May 9, 2016
- York Orientation Day Volunteer Training: Monday, August 29, 2016
- York Orientation Day: Wednesday, September 7, 2016

POSITION SUMMARY

Calumet and Stong 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 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 7th, 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 22 and May 9, 2016**.
- Attends and participates in all new student transition activities on **August 29 and September 7, 2016**.
- 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.

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 **Thursday, March 31, 2016** at midnight. The selection and interview process will take place between **March 31 and April 5, 2016**. Only successful candidates will be invited to an interview. Interviews will begin on April 11, 2016.

To apply for this position please visit <http://health.apps01.yorku.ca/machform/view.php?id=155571> 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. Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Master's Office team. Successful applicants will be asked to make a presentation or complete a task related to the position they have applied for.

COORDINATOR, NEW STUDENT TRANSITION

Summer: 1 Position

10 hours/week @ \$12.00/hour

MANDATORY TRAINING AND WORK DATES:

- Peer Leader Training: Friday, April 22, 2016
- Workstudy Orientation: Monday, May 9, 2016
- York Orientation Day Volunteer Training: Monday, August 29, 2016
- York Orientation Day: Wednesday, September 7, 2016

POSITION SUMMARY

Calumet and Stong 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 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 7th, 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 22 and May 9, 2016**.
- Attends and participates in all new student transition activities on **August 29 and September 7, 2016**.
- 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.

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

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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. Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Master's Office team. Successful applicants will be asked to make a presentation or complete a task related to the position they have applied for.

COORDINATOR, PEER MENTORSHIP

Summer: 3 Positions

Fall/Winter: 4 Positions

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

MANDATORY TRAINING AND WORK DATES:

- Peer Leader Training: Friday, April 22, 2016
- Workstudy Orientation: Monday, May 9, 2016 (Summer Hires) **AND/OR** Wednesday, August 24, 2016 (Fall/Winter Hires)
- HealthAid Student Success Team Leader Training: Wednesday, June 29, 2016
- HealthAid Team Building Training Day: Tuesday, August 23, 2016
- York Orientation Day: Wednesday, September 7, 2016

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.

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.

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 9, 2016 (Summer Hires) OR August 24, 2016 (Fall/Winter Hires)
- Attends and participates in Peer Leadership Training on April 22, 2016
- Attends and participates in Student Success Team Leader training on June 29, 2016 and Team Building Training Day on August 23, 2016.
- Attends and participates in all new student transition activities on Wednesday, September 7, 2016
- 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.

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
- 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.

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

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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. Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Master's Office team. Successful applicants will be asked to make a presentation or complete a task related to the position they have applied for.

COORDINATOR, PEER ASSISTED STUDY SESSIONS (PASS)

Fall/Winter: 1 Position

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

MANDATORY TRAINING AND WORK DATES:

- Peer Leader Training: Friday, April 22, 2016
- Workstudy Orientation: Wednesday, August 24, 2016
- PASS Leader Training: 2-3 Days in the last two weeks of August (TBD)

POSITION SUMMARY

The Peer-Assisted Study Sessions (PASS) program involves upper level, academically successful students who facilitate study sessions in historically challenging courses. The PASS program is designed to enrich learning, thereby strengthening students' study skills and building academic success. PASS sessions focus on the process of learning as opposed to specific course content and are conducted as a formal study session in which students review notes, discuss and practice learning and study strategies and develop organizational skills in order to prepare for exams. In the Fall/Winter 2015-2016 academic term, PASS will be offered for Physiology I (KINE 2011), Anatomy (KINE 2031), Physiology II (KINE 3012), Biomechanics (KINE 3030), Research Methods (KINE 2049), Analysis of Data (KINE 2050) 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, Master's 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 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 Master's Office team and key student leaders.

POSITION RESPONSIBILITIES

A. Development and Training

- Participates in Peer Leadership Training on April 22, 2016
- Participates in PASS Leader training for 2-3 Days in the last two weeks of August (TBD)
- Participates in mandatory training and office orientation on August 24, 2016
- Reviews all materials related to the PASS Program.
- Meets with Calumet and Stong Colleges leaders (Masters, 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 Colleges.

B. Communication and Administration

- Liaisons with the Colleges administration and faculty members and attends all Master's 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.
- 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 the PASS program.
- Maintains a comprehensive set of records.

C. Program Management

- Arranges facilities for training, sessions and meetings.
- Coordinates the schedule of the PASS program.
- Identifies strengths and weakness of the current PASS program and makes recommendations in order to increase the overall quality of the program.
- Promotes the PASS program.
- Monitors and updates the Facebook groups for the courses being offered.
- Prepares resources for PASS leaders.

CORE COMPETENCIES

- ✓ B+ academic standing with a minimum of 60 credits completed
- ✓ Meets eligibility criteria for a 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

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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. Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Master's Office team. Successful applicants will be asked to make a presentation or complete a task related to the position they have applied for.

COORDINATOR, HEALTH PEER TUTORING

Summer: 1 Position

Fall/Winter: 2 Positions

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

MANDATORY TRAINING AND WORK DATES:

- Peer Leader Training: Friday, April 22, 2016
- Workstudy Orientation: Monday, May 9, 2016 (Summer Hires) **AND/OR** Wednesday, August 24, 2016 (Fall/Winter Hires)
- Peer Tutor Training: TBD

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 9, 2016 (Summer Hires) AND/OR Wednesday, August 24, 2016 (Fall/Winter Hires)**
- Attends and participates in all new student transition activities on **September 7, 2016**
- **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.

B. 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.

C. Program Management

- Manages the Peer Tutors to ensure all activities are being completed in accordance with the tutor volunteer role description.
- 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.

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

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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. Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Master's Office team. Successful applicants will be asked to make a presentation or complete a task related to the position they have applied for.

HEALTH EDUCATORS IN THE COLLEGE

Fall/Winter: 2 Positions

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

MANDATORY TRAINING AND WORK DATES:

- Peer Leader Training: Friday, April 22, 2016
- Workstudy Orientation: Wednesday, August 24, 2016
- Peer Health Educator Training: Monday, August 29 – Friday, September 2, 2016

POSITION SUMMARY

The Health Educators in the College (HEIC) position is a work-study position for students affiliated with Stong and Calumet Colleges. The HEIC works as a liaison between the students in Calumet and Stong Colleges and the Health Education and Promotion health topic teams. The HEIC is responsible for identifying themselves as the health representative in the colleges, establishing and maintaining positive relationships with the college councils, faculty clubs, and college affiliated student clubs.

HEICs are also tasked with identifying the health concerns of the college community; organizing engaging programming that addresses those needs and assisting in the facilitation of those programs. In addition, Health Educators in the College are responsible for seeking out ongoing partnership opportunities with other college staff to ensure that events are heavily promoted and linked with other programming already taking place in the colleges. HEICs are also responsible for ongoing passive programming such as Potty Papers, Bulletin Boards and tabling events. HEICs will attend weekly meetings with the Student Success Coordinator and the Peer Health Education Coordinator.

Health Educators in the College will commit to working 10 hours/week spread over a minimum of 2 week days. 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 22, 2016

- Participates in mandatory training and office orientation on August 24, 2016.
- Attends and participates in all new student transition activities on York Orientation Day (**September 7, 2016**) and **throughout Social Orientation Week (September 4 – 10)**.
- Participates in mandatory health education and promotion training **August 29 – September 2, 2016**.
- Attend and actively participates in all mandatory training sessions and meetings 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 Coordinator 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.
- Manages health and wellness volunteers within Calumet and Stong Colleges to ensure all activities are being completed in a timely fashion.
- Leverage health concerns that arise from interactions with members of the Calumet and Stong College communities and create recommendations for topic teams and new programming within the colleges.
- Attend weekly meetings with the Student Success Coordinator and the Peer Health Education Coordinator.
- Consistently acts as a role model by abiding by the Student Code of Conduct and Health Education and Promotion.
- Creates a manual of existing policies and procedures for peer health education in the colleges.

CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for CLAY position (<http://sfs.yorku.ca/employment/>)
- ✓ 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 **Thursday, March 31, 2016** at midnight. The selection and interview process will take place between **March 31 and April 5, 2016**. Only successful candidates will be invited to an interview. Interviews will begin on April 11, 2016.

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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. Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Master's Office team. Successful applicants will be asked to make a presentation or complete a task related to the position they have applied for.

COORDINATOR, LEADERSHIP & DEVELOPMENT

Summer: 2 Positions

Fall/Winter: 3 Positions

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

MANDATORY TRAINING AND WORK DATES:

- Peer Leader Training: Friday, April 22, 2016
- Workstudy Orientation: Monday, May 9, 2016 (Summer Hires) **AND/OR** Wednesday, August 24, 2016 (Fall/Winter Hires)
- York Orientation Day Volunteer Training: Monday, August 29, 2016
- York Orientation Day on Wednesday, September 7, 2016

POSITION SUMMARY

Calumet and Stong Colleges have a number of student success programs developed. 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 and Create Your Future. 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 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 22
- Participates in mandatory training and office orientation on May 9, 2016 (Summer Hires) August 24, 2016 (Fall/Winter Hires).
- Attends and participates in all new student transition activities on **August 29 and September 7, 2016.**
- 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 peer leader initiative's and executes on plans.
- 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.

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 **Thursday, March 31, 2016** at midnight. The selection and interview process will take place between **March 31 and April 5, 2016**. Only successful candidates will be invited to an interview. Interviews will begin on April 11, 2016.

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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. Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Master's Office team. Successful applicants will be asked to make a presentation or complete a task related to the position they have applied for.

COORDINATOR, DESIGN, COMMUNICATIONS AND MARKETING

Summer: 3 Positions

Fall/Winter: 3 Positions

10-15 hours/week @ \$12.00/hour

MANDATORY TRAINING AND WORK DATES:

- Peer Leader Training: Friday, April 22, 2016
- Workstudy Orientation: Monday, May 9, 2016 (Summer Hires) **AND/OR** Wednesday, August 24, 2016 (Fall/Winter Hires)
- York Orientation Day Volunteer Training: Monday, August 29, 2016
- York Orientation Day: Wednesday, September 7, 2016

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.

Each coordinator will be hired with a different focus: 1) Social Media, 2) Website and 3) Graphic Design.

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 22

- Participates in mandatory training and office orientation on May 9, 2016 (Summer Hires) August 24, 2016 (Fall/Winter Hires).
- Attends and participates in all new student transition activities on **August 29 and September 7, 2016.**
- 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.

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

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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. Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Master's Office team. Successful applicants will be asked to make a presentation or complete a task related to the position they have applied for.

RESEARCH ASSISTANT, STUDENT SUCCESS

Summer: 2 Positions

Fall/Winter: 1 Position

Up to 15 hours/week @ \$15.00/hour

MANDATORY TRAINING AND WORK DATES:

- Peer Leader Training: Friday, April 22, 2016
- Workstudy Orientation: Monday, May 9, 2016 (Summer Hires) **AND/OR** Wednesday, August 24, 2016 (Fall/Winter Hires)
- York Orientation Day Volunteer Training: Monday, August 29, 2016
- York Orientation Day on Wednesday, September 7, 2016

POSITION SUMMARY

The Student Success programs at Calumet and Stong 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 Masters at Calumet College, Jennine Rawana and Stong College, Mazen Hamadeh the research assistant will participate in the design, execution, analysis and evaluation of the Colleges student success programs. The Research Assistant will design evaluation instruments, acquire and maintain all research records and create assessment reports using Microsoft Excel and/or other software.

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.
- ✓ 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 22
- Participates in mandatory training and office orientation on May 9, 2016 (Summer Hires) August 24, 2016 (Fall/Winter Hires).
- Attends and participates in all new student transition activities on **August 29 and September 7, 2016**.
- 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

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.
- Manages data collection projects by entering data, transcribing recorded and/or handwritten notes.
- Maintains accurate, organized and ready access records and data sets.
- Prepares written, tabular and visual summary reports and/or presentations.

CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for a RAY 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

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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. Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Master's Office team. Successful applicants will be asked to make a presentation or complete a task related to the position they have applied for.

EVALUATION ASSISTANT, STUDENT SUCCESS

Summer: 3 Positions

Fall/Winter: 4 Positions

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

MANDATORY TRAINING AND WORK DATES:

- Peer Leader Training: Friday, April 22, 2016
- Workstudy Orientation: Monday, May 9, 2016 (Summer Hires) **AND/OR** Wednesday, August 24, 2016 (Fall/Winter Hires)
- York Orientation Day Volunteer Training: Monday, August 29, 2016
- York Orientation Day on Wednesday, September 7, 2016

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 assistant will work with the research assistant and support the design, execution, analysis, and evaluation of the Colleges student success programs. The evaluation assistant will conduct literature reviews to inform the Colleges current priority programs and coordinate the distribution of surveys and other evaluation instruments.

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 22, 2016
- Participates in mandatory training and office orientation on May 9, 2016 (Summer Hires) August 24, 2016 (Fall/Winter Hires).
- Attends and participates in all new student transition activities on **August 29 and September 7, 2016.**
- 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

B. Data Management and Analysis

- Attends all Master's Office team meetings as requested.
- Works with the research assistant and supports the design, execution, analysis and evaluation of the Colleges student success programs.
- 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

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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. Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Master's Office team. Successful applicants will be asked to make a presentation or complete a task related to the position they have applied for.

COORDINATOR, SPECIAL PROJECTS

Summer: 3 Positions

Fall/Winter: 4 Positions

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

MANDATORY TRAINING AND WORK DATES:

- Peer Leader Training: Friday, April 22, 2016
- Workstudy Orientation: Monday, May 9, 2016 (Summer Hires) **AND/OR** Wednesday, August 24, 2016 (Fall/Winter Hires)
- York Orientation Day on Wednesday, September 7, 2016

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, 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.

Each Special Project Coordinator will have a different focus as outlined below.

A. Peer Mentorship (Summer & Fall/Winter)

The Special Projects Coordinator will research and develop a proposal for best practices and models for peer mentorship within Calumet and Stong Colleges. And, the Coordinator will plan, prepare and implement a new Peer Mentoring Program pairing upper year undergraduate students with first-year incoming undergraduate students to help ease their transition to university. This may require connecting, communicating and coordinating with several stakeholders on campus and off campus (YU Start, YOD, SCSG, student clubs, others units, etc..).

B. Alumni, Fellows, and Graduate Peer Mentors (Summer & Fall/Winter)

The Special Projects Coordinator will research, plan, prepare and implement the different initiatives/events involving Alumni, Fellows and Graduate Peer Mentors (GPMs = graduates and graduate students) for Calumet and Stong Colleges, including, but not limited to, Alumni & Fellows & GPMs mentoring undergraduate students, Alumni & Fellows & GPMs social events, Alumni & Fellows-student interactive events, Alumni & Fellows & GPMs career advising/guidance event, connecting with Alumni & Fellows & GPMs via email and social media, responding to Alumni & Fellows & GPMs emails/online responses, coordinating Stong College "History in the Making" project, sending/posting weekly emails/social media messages to Stong College community (Alumni, Fellows, GPMs, student/peer leaders, students, staff, faculty, student clubs/societies, other partners, etc..), etc.

The Special Projects Coordinator will also support other projects led by the Office of the Master. These projects may include special events coordination, research, or assistance with existing projects.

C. Health and Wellness (Summer)

Calumet and Stong Colleges are in the process of developing a health and wellness strategy that supports the Colleges' Strategic Plan. The Special Projects Coordinator will support the development and implementation of this strategy including a research report, a new Health Educators in the College Program, plans for a Wellness Space, and the development of evidence based wellness messaging. Please note students interested in this role may also be interested in the Health Educators in the College position advertised for the Fall/Winter term.

D. Peer Leader Development (Fall/Winter)

The Special Projects Coordinator will support the research, development and implementation of initiatives that support the ongoing training and professional development of peer leaders within Calumet and Stong Colleges. The Coordinator will have the opportunity to contribute to the development of a proposal for a new Faculty of Health course in this area. The Special Projects Coordinator will also support other projects led by the Office of the Master which may include special events coordination, research, or assistance with existing projects.

E. Office of the Master (Fall/Winter)

The Special Projects Coordinator will support projects led by the Office of the Master for Calumet and Stong Colleges. These projects may include special event coordination, research, or assistance with existing projects.

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 22, 2016
- Participates in mandatory training and office orientation on May 9, 2016 (Summer Hires) August 24, 2016 (Fall/Winter Hires).
- Attends and participates in all new student transition activities on **September 7, 2016**
- 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

- Provides oversight of current programs, policies and procedures

- Interacts regularly (bi-weekly) 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 for all programs for the F/W 2015-2016 term.
- Actively participate and contribute to the Colleges social media channels by posting, liking, commenting, tweeting or re-tweeting on Facebook and Twitter

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

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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. Top ranked applicants will be contacted and expected to participate in a 30-minute interview with the Master's Office team. Successful applicants will be asked to make a presentation or complete a task related to the position they have applied for.