JOB TITLE: Student Life Coordinator, Brampton  
Staff Bargaining Unit

DEPARTMENT: Student Life and Ancillary Services

POSITION STATUS: Permanent  
Full-time (35 hours/week), OSSTF

LOCATION: Brampton

SUPERVISION RECEIVED: Manager, Brampton Operations  
Manager, Student Life Operations (Functional)  
Student Life Lead, Brampton (Functional)

SUPERVISION EXERCISED: Student assistants and volunteers

PRIMARY FUNCTIONS:

A. New Student Onboarding (40%)
B. Student Life Programming (55%)
C. Administrative/ Other Duties (5%)

Reporting to the Manager, Brampton Operations, with direction from the Manager, Student Life Operations, the Student Life Coordinator, Brampton is responsible for working in a collaborative environment and the coordination of on-site arrangements for the delivery of the Brampton-based Student Life programming. Services include, but are not limited to: orientation programming, student life events, recreation programming, and liaising with AUSU and SASA representatives.

The Student Life Coordinator, Brampton is responsible for facilitating communication between Algoma’s Sault Ste. Marie campus and the Brampton campus in order to meet the needs of current and prospective students. This position will be front line/front desk, student centric and service based. Please note the expected hours for this position will be based on a 35-hour workweek, but will be non-regular to accommodate service to students, events, etc.
RESPONSIBILITIES:

A. New Student Onboarding
  - This position is a member of the Orientation Planning Team, and participates in all orientation planning meetings (Beginning 2.5 months from orientation start date)
  - Modifies general orientation information modules with Brampton specific information
  - Assists with the development of new Orientation modules
  - Schedules and leads online and in-person Q&A sessions for new Brampton students
  - Participates in Q&A sessions relevant for Brampton students (ex. Immigration, remote learning)
  - Researches and books spaces needed for in person orientation
  - Coordinates supply deliveries for orientation including food, orientation packages, and any other needed supplies for sessions
  - Works with the Manager, Student Life Operations and the Orientation Planning Team to build the schedule for orientation for Brampton students
  - Facilitator of Orientation for Brampton students on Orientation days
  - Recruit and Coordinate Student Leader Volunteers for Orientation Activities
  - Regular communication with incoming students via email or chat software

B. Student Life Programming
  - Communicates regularly with the Manager, Brampton Operations and the Manager, Student Life Operations to provide updates on the campus experience in Brampton
  - Provide support to AUSU and SASA representatives in Brampton
  - Organize, implement and monitor student life programming, activities, intramurals, tournaments, and other events to enhance student life and promote retention
  - Coordinate logistics for on campus student events
  - Hires and supervises intramural student staff
  - Organizes student volunteers for Student Life events
  - Front line customer service to students in the Student Life Center
  - Engage with students regularly to ensure a positive student experience
  - Develops opportunities to receive and measure feedback from program participants
  - Recommends and coordinates appropriate equipment needs for programs and ensures that all equipment meets health and safety standards
  - Works with Communications to manage social media and other communication tools to promote student life activities
C. Administration/ Other Duties

- Provide updates to the university website as required
- Responsible for budget tracking outlined by supervisors
- Participation on internal and external committees as required
- Sit on community committees as required (ex. Transit, BIA safety committee)
- Responsible for approving Go Transit Student Applications

WORKING CONDITIONS:

- Physical Effort Required
  - Moderate Physical Effort due to set up for regular events, need to be active and moving frequently for programming

- Physical Environment
  - Considerable Physical Environment due to client interactions that may be behaviorally difficult and working in outdoor conditions occasionally

- Sensory Attention
  - Moderate sensory attention needed due to frequent disruptions by students

- Mental Stress
  - Moderate to considerable mental stress due to working with disagreeable students, requirement to meet deadlines for programming, and responsibility for student safety in programming

MINIMUM QUALIFICATIONS:

- Post Secondary degree required
- Minimum 2 years experience providing post-secondary student services required
- One certification in Mental Health response training (Non violent crisis intervention training, ASIST, MHFA, SafeTalk, or equivalent) required
- CPR/First Aid Required
- Familiarity with Algoma University programs/Algoma graduate or Brampton secondary and post-secondary institutes is an asset
Commitment to and understanding of Algoma University’s special mission and the seven grandfather teachings
● Excellent verbal, written, organizational, and communication skills
● Exceptional cross-cultural communication skills
● Computer proficiency; familiarity with G-suite and student information systems preferred
● Ability to assist with basic information technology troubleshooting and support preferred
● Ability to work independently for much of the work day
● Ability to work in a team environment
● Ability to present to large groups of people
● Ability to be energetic and build excitement for student experience activities
● Understanding of and ability to uphold strict confidential regulations as per university policy
● Valid driver’s license and willingness to travel as required
● Willingness to work non-regular hours and varying shifts

Please submit a resume and cover letter (combined PDF) to people.culture@algomau.ca no later than 4:00 p.m. on Friday, August 12, 2022.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.