



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Student Life Coordinator, Brampton <i>Staff Bargaining Unit</i>
Position Status:	Temporary, Full-Time (35 hrs/week) - One (1) year contract Monday to Friday, 8:30am to 4:30pm OSSTF
Department:	Student Life and Ancillary Services
Supervision Received:	Manager, Student Life Operations
Supervision Exercised:	Student Assistants and Volunteers
Location:	Brampton, ON
Number of Positions:	1

PRIMARY FUNCTIONS:

A.	Student Life Programming	55%
B.	New Student Onboarding	40%
C.	Administrative / Other Duties	5%
TOTAL		100%

Algoma University has an existing vacancy in the position of Student Life Coordinator. Reporting to the Manager, Student Life Operations, the Student Life Coordinator is responsible for coordinating on-site arrangements for the delivery of Student Life programming. Services include, but are not limited to, orientation programming, student life events, recreation programming, and liaising with the Algoma University Students' Union (AUSU) and the Shingwauk Anishinaabe Students' Association (SASA) representatives.



This position will be front-line/front desk, student-centric, and service-based. The regular hours for this position will be based on a 35-hour workweek, but will be non-regular at times to accommodate service to students, events, etc.

RESPONSIBILITIES:

A. Student Life Programming (55%)

- Communicate regularly with the Manager, Student Life Operations, to provide updates on the campus experience.
- Provide support to AUSU and SASA representatives.
- 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.
- Hire and coordinate intramural student staff.
- Organize student volunteers for Student Life events.
- Provide front-line customer service to students in the Student Life Centre.
- Engage with students regularly to ensure a positive student experience.
- Develop opportunities to receive and measure feedback from program participants.
- Recommend and coordinate appropriate equipment needs for programs and ensure that all equipment meets health and safety standards.
- Work with the Department of Marketing & Communications to manage social media and other communication tools to promote student life activities.

B. New Student Onboarding (40%)

- Participate in all orientation planning meetings.
- Modify general orientation information modules with campus-specific information.
- Assist with the development of new Orientation modules.
- Schedule and lead online and in-person Question & Answer sessions for new students.
- Participate in Question & Answer sessions relevant to students (e.g. immigration, remote learning, etc.).
- Research and book spaces required for in-person orientation.
- Coordinate supply deliveries for orientation, including food, orientation packages, and any other required supplies for sessions.
- Work with the Manager, Student Life Operations and the Orientation Planning Team to build the schedule for orientation for students.
- Facilitate Orientation for students on Orientation days.
- Recruit and coordinate volunteers for Orientation activities.
- Regularly communicate with incoming students via email or chat software.



C. Administrative / Other Duties (5%)

- Provide updates to the university website, as required.
- Responsible for budget tracking as outlined by Management.
- Participate in internal and external committees as required.
- Participate in community committees as required (e.g. Transit, BIA safety committee, etc.).
- Responsible for approving Go Transit Student applications.

WORKING CONDITIONS:

Physical Effort

Moderate

Due to set up for regular events, need to be active and moving frequently for programming

Physical Environment

Considerable

Client interactions may be behaviorally difficult; occasional requirement to work in outdoor conditions

Sensory Attention

Moderate

Frequent disruptions by students

Mental Stress

Moderate

Working with disagreeable students, requirement to meet deadlines for programming, and responsibility for student safety in programming; occasional requirement to work non-regular hours and varying shifts

MINIMUM QUALIFICATIONS

- Undergraduate degree in any field, and a minimum of two (2) years of experience providing post-secondary student services, or an equivalent combination of education and experience, is required.
- One certification in Mental Health response training (Non-violent crisis intervention training, ASIST, MHFA, SafeTalk, or equivalent) is required.
- CPR/First Aid certification is required.
- Familiarity with Algoma University programs/Algoma graduate or secondary and post-secondary institutes is an asset.
- Excellent verbal, written, organizational, and communication skills.
- Exceptional cross-cultural communication skills.
- Excellent use of technology for collaboration.
- Ability to work both independently and as part of a team.
- Ability to present to large groups of people.
- Understanding of, and ability to uphold, strict confidentiality.



- The ability to work effectively with people of diverse backgrounds, styles, and abilities.
- Vulnerable Sector Police Check is required.

Salary Scale: \$55,348 to \$69,185 annually

To apply for this position, please submit a resume and cover letter [HERE](#) no later than 4:00 p.m. on October 14, 2026.

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. Algoma University welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.