

Position #954697

FW20 = ACADEMIC PEER SUPPORT ASSISTANT LEAD (SOS PASS & PT Coordinators)

FW19 = Academic Resource Advisor/SOS Coordinator

Number of Positions: 2 for FW20

Rate of Pay: Level 2 - \$15/hr

Position Reports to: College Academic Coordinator and Assistant to the Head of the College

1. Job Description

The **Academic Resource Advisor/APSA Leads** belongs to the Student Ombuds Services (SOS) organization at Bethune College. This academic student organization has 150 peer leaders (paid and volunteer) who provide free peer academic support services to York students. SOS services especially target first and second year students in the Faculty of Science & Lassonde School of Engineering since we understand how difficult the transition to university can be. The **APSA Leads** are the student leads of an exciting team who exercise good judgement and decision-making to ensure the success of the SOS programs. More information on each program and the recruitment process can be found at: bethune.yorku.ca/jobs.

Job Duties: Under the **direction and supervision of the College Academic Coordinator**, the following core duties will vary based on SOS program but all Leads may be required to:

- Assist the College Academic Coordinator in the planning and execution of recruitment and training for new SOS Leaders.
- Assist the College Academic Coordinator with the tracking and evaluating of SOS programs. Compile program data into comprehensive presentations.
- Create and edit documents for recording and reporting program outcomes.
- Use their time management skills and attention to detail to plan, organize and run numerous events throughout the year.
- Assist in the planning of the year-end Retreat day in April/May where returning and new SOS members come together for a day of goal setting and orientation activities.
- Collaborate with one another and other SOS Leaders to support student learning.
- Keep records of meeting attendance and report regularly on their progress to the College Academic Coordinator.
- Oversee the Bethune Academic Community (SOS) Facebook group and participates in a social media strategy for engaging students.
- Serve as a senior mentor for other APSAs and responds effectively to crisis situations providing support and de-escalation.
- Participate in team meetings and chairs their program meetings.
- Assist with the planning and implementation of a SOS recognition program to motivate and appreciate their leaders.
- Assist with the development of learning activities and materials to support their SOS program.
- Assist with the yearly programming and content including social media strategy and outreach, research and engagement projects, assessments and analytics as well as event support and outreach.
- Participate and assist in the implementation of a training program for their program.
- Provide peer-to-peer mentorship for incoming students at on-campus and at off-campus events.
- Document weekly processes, procedures and learning.
- Liaise with current students and student leaders at York on matters pertaining to leadership development.

- Write and send out regular communication to all APSAs within their program.
- Cultivate a sense of community and pride amongst Bethune College students.
- Is the Senior Peer Leader for the volunteer or paid program leaders. Organize the scheduling of shifts and troubleshoot any shift conflicts and absences.
- Specific duties and timelines related to both positions include:
 - a) PASS Coordinator:
 - Recruit and hire PASS leaders
 - Schedule all PASS sessions in collaboration with the Bethune College office
 - Plan and facilitate 2-day PASS leader training (late August / early September)
 - Coach PASS leaders in running their sessions, including attending sessions to observe, provide feedback and ensure quality control
 - Appoint and Supervise a senior PASS leader to observe and provide feedback to all PASS leaders
 - Ensure that PASS leaders are keeping records of study session attendance
 - Plan for the future of the PASS program
 - b) Peer Tutor Coordinator:
 - Recruit and Hire Peer Tutors (as needed)
 - Schedule, supervise and support Peer Tutors in holding their regular tutoring hours
 - Coach Peer Tutors in their interactions with their tutees
 - Plan for the future of the Peer Tutor program, including conducting a trial of offering an online peer tutoring option

2. Required Qualifications:

- Current York undergraduate student.
- Second year of studies or higher with **B+ GPA**.
- Have undergraduate student leadership experience or equivalent off-campus experience.
- Familiarity with SOS programs. (Does not need to be a current SOS leader.)
- Proficient written and oral communication skills.
- Demonstrated reliability, punctuality and enthusiasm towards new experiences and learning.
- Demonstrated professional, inclusive and welcoming communication.
- Must be work-study eligible [sfs.yorku.ca/work-study-programs].
- Must complete the online Student Financial Profile [sfs.yorku.ca/aid/sfp] prior to being interviewed and/or hired.

3. Work Schedule Demands and schedule may vary through the year. Typical schedule includes:

- APSA Leads will use 12-15 hours per week to plan/prepare/oversee their programs.
- APSA Leads will conduct bi-weekly meetings with their units – sometimes requiring 2-3 meetings/wk to meet with all members.
- APS Lead will meet weekly with the College Academic Coordinator/Supervisor
- APSA Leads provide 200+ hours of service during the SU term.

4. Competencies **APSA Leads** will have opportunities to develop and enhance specific skills in:

- Communication,
- Interpersonal Connections,
- Personal Success
- Social Responsibility and Community Engagement
- Critical Thinking and Problem-Solving
- Leading and Mentoring
- Knowledge Acquisition and Application

5. Personal and Professional Development

“As part of your work study experience, you will be asked to participate in Becoming YU – a program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it’s for a future job or further education opportunity. Throughout your work/study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and get valuable feedback.”

6. Student Learning Components

Orientation and Training and Ongoing Professional Development:

- MUST attend a Basic Peer Leadership Training Day, **August**. The Basic Peer Leadership training is a non-credit course (BC3000) which goes on their transcript.
- MUST attend Program Specific Training (PT, PASS) - **August**
- MUST attend York Orientation Day Training in **August 31, 2020**.
- MUST attend York Orientation Day on **September 8, 2020**.
- Opportunity to enrol in Advanced Peer Leadership courses (BC3010 3.0, BC3900 0.0), and attend leadership workshops and conferences during the year.

Feedback, Ongoing Support and Reflection:

- SOS Coordinators will meet with the College Academic Coordinator on a weekly basis.
- SOS Coordinators must attend the annual SOS Retreat – **April/May**.
- Opportunity to enrol in Advanced Peer Leadership courses (BC3010 3.0, BC3900 0.0), and attend leadership workshops and conferences during the year
- SOS Coordinators will regularly provide and receive feedback and support to and from other SOS Coordinators.

Networking and Mentorship Opportunities:

- SOS Coordinators will collaborate with all SOS programs (PASS, Peer Tutoring, Peer Mentors, Class Reps) on a regular basis as well as the Science Student Ambassadors (SA).
- Opportunity to work alongside professional staff of the Office of the College Head.
- Opportunity to work with a vibrant, diverse team of York students.
- Opportunity to establish lasting relationships with student leaders from a variety of Faculties and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.
- Opportunity to serve as a role model and share your experiences with new students.
- Opportunity to serve as a role model to a team of approximately 150 Bethune Peer Leaders (SOS).

Personal and Professional Development, Classroom and Workplace Competencies:

- Exposure to and experience within a professional office environment.
- Experience developing interpersonal, communication, public speaking, and presentation skills.
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner).
- Enhanced leadership and collaboration skills.
- Development of effective time and workflow management skills and organizational skills.
- Developing the ability to identify and articulate one’s own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem solving.