

Position #954740

SU20 - SOS Coordinators for PM and PT programs (= YUHIRE Student Success Mentor LEAD)

Number of Positions: 3 for SU20

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/SSM Lead** 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 SSM 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.
- 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 SSMS 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 SSMS within their program.
- Cultivate a sense of community and pride amongst Bethune College students.
- Specific duties and timelines related to each of the three positions include:

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1. Peer Mentor Coordinator (Science):
 - Work in the Faculty of Science Advising Office to mentor and advise incoming first-year students
 - Evaluate, schedule and plan seminars for the Fall/Winter semesters
 - Recruit and Hire Peer Mentors for the Fall/Winter semesters
 - Match incoming first-year students with Peer Mentors
 - Assist with the planning and implementation of York Orientation Day (including attending York Orientation Day and York Orientation Day training)
 - Assist with SOS events such as recruitment, socials and SOS open house
 - Assist with advertising SOS services and events
2. Peer Mentor Coordinator (Lassonde)
 - Work in the Lassonde Student Welcome & Support Centre to mentor and advise incoming first-year students
 - Develop learning activities and materials
 - Assist with the planning of engagement programming including Academic Orientation
 - Provide peer-to-peer support for incoming students through the development of resources and social media engagement
3. Planning and Training Coordinator
 - Analyze and Evaluate the success of the Bethune College training model
 - Research and Apply for College Reading & Learning Association program certification
 - Develop training materials for the Fall/Winter semesters
 - Assist with the planning and implementation of York Orientation Day (including attending York Orientation Day and York Orientation Day training)
 - Assist with SOS events such as recruitment, socials and SOS open house
 - Assist with advertising SOS services and events
 - Plan and Facilitate Peer Mentor training
 - Plan and Facilitate Basic Frosh Leader training

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:

- SSM Lead will use 12-15 hours per week to plan/prepare/oversee their programs.
- SSM Lead will meet regularly with the College Academic Coordinator/Supervisor
- SSM Lead provide 200+ hours of service during the SU term.
- The distribution of hours throughout the summer is negotiable depending on other summer commitments, but it is expected that the **SSM Lead** would be widely available in August.

4. **Competencies** The **SSM Lead** 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: **April/May**.
- The Basic Peer Leadership training is a non-credit course (BC3000) which goes on their transcript.
- 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.
- 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, Student Ambassadors) on a regular basis.
- 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

The Work Study Student program provides on-campus job opportunities for eligible York University undergraduate students. Work Study Student employees are provided opportunities to contribute to support roles while developing valuable, relevant skills and work experience for the workplace. These roles offer a learning and development opportunity for Work Study Student employees to receive experiential on-the-job training, guidance and mentorship. Under the guidance of permanent staff members, Work Study Student employees will provide support to their relevant department/faculty in clerical, administrative and technical capacities