

WORK @ STONG & CALUMET COLLEGE



SUMMER 2013 EMPLOYMENT OPPORTUNITIES

Stong and Calumet Colleges are hiring students for the 2013 summer academic term. Following you will find detailed job descriptions, including instructions on how to apply.

Stong and Calumet are affiliated with the Faculty of Health and the Faculty of Liberal Arts and Professional Studies, serving students from Nursing, Kinesiology and Health Science, Psychology, Health Policy and Management as well as Business and English, Creative Writing and Professional Writing.

Stong and Calumet are vibrant places where students interact with peers, senior student leaders, faculty and staff as they build friendships, explore the future, contribute to community and acquire the skills to be successful in university.

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Position Title: Coordinator, New Student Transition

Work-Study Position Summer Session * 20 hours per week * \$12.00 per hour
* Training date: May 6, 2013 * Start date: May 13, 2013

POSITION SUMMARY

Stong and Calumet 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 Master, (or their delegate), the New Student Transition Coordinator will provide the overall leadership for the development, delivery and evaluation of the new student transition program (academic orientation). The events will take place during the university orientation period. The incumbent will work on the executive committee with the Master's team, 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 Stong, Calumet 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 and key student leaders.
- ✓ Have the opportunity to interact with key academic and administrative staff at York University, Stong and Calumet College developing your own knowledge and networks.

POSITION RESPONSIBILITIES:

A. Development and Training

- Participates in mandatory training and office orientation on May 6, 2013.
- Reviews all Stong/Calumet College materials related to Welcome Days (academic orientation), Alf Lizzio's *Five Senses of Student Success* and any documents related to new student transition.
- Meets with Stong/Calumet College leaders (Master, 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

- Liaises with the Stong and Calumet Colleges Student Government, and Student Community and Leadership Development regarding Parent Orientation, FROSH planning and centralized orientation activities.
- Liaises with Atkinson Centre for Mature and Part-time Student (ACMAPS), including the YU START team.
- Communicates with college administrators and faculty members and attends all Master's Office team meetings as requested.
- Updates and maintains the policy and procedure manuals.

C. Program Management

- Designs, implements and evaluates academic orientation for English, Nursing and all mature students in Psychology, Kinesiology and Health Studies.
- 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 academic orientation ensuring that the 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 Work/Study and or 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 Stong and Calumet Colleges is required

APPLICATION DETAILS AND DEADLINE

All applications are due on **Friday, April 12, 2013** at midnight. The selection and interview process will take place between **April 24 and May 1, 2013**. Only successful candidates will be invited to an interview.

To apply for this position please visit <http://health.apps01.yorku.ca/machform/view.php?id=122> 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.
2. Resume. Please tailor your cover letter and resume to your first preference.
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.

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 60-minute interview with the Master's Office team. Successful applicants will be asked to participate in an activity, presentation and/or complete a specialized task.

Please note all positions are pending approval!

Position Title: Coordinator, Peer Assisted Learning (PAL)

Work-Study Position Summer Session * 20 hours per week * \$12.00 per hour
*** Training date: May 6, 2013 * Start date: May 13, 2013**

POSITION SUMMARY

Stong and Calumet 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. Peer-Assisted Learning (PAL) programs are designed to enrich learning, thereby strengthening students' skills and building academic success. The Peer-Assisted Learning Coordinator will provide primary support to the planning, organization, implementation and assessment of the PAL programs (Peer-Assisted Study Session (PASS), Residence Theme Floors, Write to Succeed (WTS)). The incumbent will work closely with the Master's Office Student Success Team, students as well as internal and external partners to ensure that the PAL programs' infrastructure and operational plans are set for fall/winter.

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 and key student leaders.
- ✓ Have the opportunity to interact with key academic and administrative staff at York University, Stong and Calumet College developing your own knowledge and networks.

POSITION RESPONSIBILITIES:

A. Development and Training

- Participates in mandatory training and office orientation on May 6, 2013.
- Attends and participates in all new student transition activities in late August/early September.
- Reviews all Stong/Calumet College materials related to PASS, WTS and Residence Theme Floors.
- Meets with Stong/Calumet College leaders (Master, Student Success Coordinators, administrators and student leaders) to gain an understanding of PASS, WTS, Residence Theme Floors, student success program, including the vision and work currently being undertaken within the colleges.

B. Communication and Administration

- Liaises with various resources available at York University such as the Learning Commons at Scott Library and Learning Skills through Counselling Disability Service (CDS).
- Communicates with college administrators and faculty members and attends all Master's Office team meetings as requested.
- Updates and maintains the policy and procedure manuals including all records related to the PAL programs.

C. Program Management

- Develops the fall/winter plans for PASS including the hiring, training and on-boarding of the PASS Coordinator and Leaders.
- Further develops and advances the Write to Succeed program for the fall/winter including the recruitment of volunteers and on-boarding.
- Develops an in-depth understanding of the Residence Themed Floor program.

CORE COMPETENCIES

- ✓ B+ academic standing with a minimum of 60 credits completed
- ✓ Meets eligibility criteria for Work/Study and/or 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
- ✓ Knowledge of PAL programs at the Faculty of Health Colleges is required
- ✓ Demonstrated participation in the PASS program is an asset
- ✓ Preference will be given to students who have participated (i.e. attending or leading sessions) in the Peer-Assisted Study Sessions (PASS) program.

APPLICATION DETAILS AND DEADLINE

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1. Cover letter explaining your interest in this position and why your strengths would make you a suitable candidate for this role.
2. Resume. Please tailor your cover letter and resume to your first preference.
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.

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 60-minute interview with the Master's Office team. Successful applicants will be asked to participate in an activity, presentation and/or complete a specialized task.

Please note all positions are pending approval!

Position Title: Coordinator, Peer Mentorship

Work-Study Position Summer Session * 20 hours per week * \$12.00 per hour
*** Training date: May 6, 2013 * Start date: May 13, 2013**

POSITION SUMMARY

Stong and Calumet 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.

Peer mentorship programs are designed to support and foster first year academic success and student engagement within the university while building student leadership capacity amongst peer mentors. The Coordinator of Peer Mentorship will report to the Student Success Coordinator and work with a team of student leaders all of whom are forging new paths in student success programs. The incumbent will be responsible for the development, planning, organization, implementation and evaluation of the HealthAid Network, Calumentor and the Making Connections component of the YU START program.

HOW WILL YOU BENEFIT?

- ✓ Apply your leadership skills to the development of a unique and important student program.
- ✓ Apply your presentation skills to designing, facilitating and leading peer mentor training.
- ✓ Learn how to design interviews and interview candidates for other volunteer positions.
- ✓ Receive training on Peer Leadership and university resources.
- ✓ Enhance interactions with academic leaders, staff and peers.
- ✓ Opportunity to demonstrate organizational abilities and leadership qualities.
- ✓ 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 6, 2013.
- Attends and participates in all new student transition activities in late August/early September.
- Reviews all Stong and Calumet College materials related to peer mentorship
- Meets with Stong and Calumet College 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.
- Maintains a policy and procedure manual related to peer mentorship programs

- Maintains comprehensive set of records.

C. Program Management

- Conducts summer planning for peer mentorship programs including training, on-boarding, recruitment of First Year students.
- Develops and facilitates peer mentor training throughout the summer.
- Establishes fall/winter planning for peer mentorship programs.
- Develops materials for peer mentorship programs such as leadership workshops, tracking system, evaluation metrics, mentorship conversation guides and reflections exercises.
- Creates a manual of existing policies and procedures for peer mentorship programs

CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for CLAY position (<http://sfs.yorku.ca/employment/>)
- ✓ 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

APPLICATION DETAILS AND DEADLINE

All applications are due on **Friday, April 12, 2013** at midnight. The selection and interview process will take place between **April 24 and May 1, 2013**. Only successful candidates will be invited to an interview.

To apply for this position please visit <http://health.apps01.yorku.ca/machform/view.php?id=122> 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.
2. Resume. Please tailor your cover letter and resume to your first preference.
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.

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 60-minute interview with the Master's Office team. Successful applicants will be asked to participate in an activity, presentation and/or complete a specialized task.

Please note all positions are pending approval!

Position Title: Coordinator, Leadership & Development

Work-Study Position Summer Session * 20 hours per week * \$12.00 per hour
*** Training date: May 6, 2013 * Start date: May 13, 2013**

POSITION SUMMARY

Stong and Calumet Colleges are in the process of further developing their student success programs. The programs cluster into three main themes: Peer Mentorship, 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 for the 2013-2014 fall and winter term including: Agents of Change, Create Your Future and Volunteer & Work @ Stong and Calumet. Additionally, the Coordinator will play a role in supporting the orientation of new student government and associations in May. The Coordinator will liaise with student groups to determine their priorities for the year and establish ways to collaborate.

The Coordinator will report to the Master of the College 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 a 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 Student Community and Leadership Development.
- ✓ 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 mandatory training and office orientation on May 6, 2013.
- Attends and participates in all new student transition activities in late August/early September.
- Reviews all Stong and Calumet College materials as related to Leadership & Development programs.
- Meets with Stong and Calumet 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.
- Develops a policy and procedure manual related to all Leadership and Development programs.
- Maintains comprehensive set of records.

C. Program Management

- Conducts summer planning for the Agents of Change, Create Your Future and Work & Volunteer @ Stong and Calumet including the development of an annual plan listing events and activities for all programs.
- 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 Work/Study and or 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

APPLICATION DETAILS AND DEADLINE

All applications are due on **Friday, April 12, 2013** at midnight. The selection and interview process will take place between **April 24 and May 1, 2013**. Only successful candidates will be invited to an interview.

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2. Resume. Please tailor your cover letter and resume to your first preference.
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.

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 60-minute interview with the Master's Office team. Successful applicants will be asked to participate in an activity, presentation and/or complete a specialized task.

Please note all positions are pending approval!

Position Title: Coordinator, Communications and Marketing

Work-Study Position Summer Session * 20 hours per week * \$12.00 per hour

*** Training date: May 6, 2013 * Start date: May 13, 2013**

POSITION SUMMARY

The Student Communications and Marketing Coordinator will manage the various digital mediums that the Colleges use to communicate with their students (i.e. Twitter, Facebook, website, etc.). Using demonstrated 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 a Stong and Calumet 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. Other skills that the coordinator must possess include the ability to work with Microsoft Word, Powerpoint, and Photoshop. Design 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 Stong and Calumet staff.

HOW WILL YOU BENEFIT?

- ✓ Apply your knowledge and skills related to communications and marketing.
- ✓ Have the opportunity to interact with key academic and administrative staff at York University, Stong and Calumet College developing your own knowledge and networks.
- ✓ Have the opportunity to develop your leadership skills in the areas of communication and marketing.
- ✓ 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 6, 2013.
- Attends and participates in all new student transition activities in late August/early September.
- Meets with Stong and Calumet 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 Stong and Calumet College.

- Contributes to the development of the communication strategy for Stong and Calumet, 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, Faculty of Health profile on the website (focusing on New Student Transition Programs throughout the summer months).
- 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.
- Makes recommendations regarding marketing and/or communications to the Master's Office team and leaders of the Student Success programs.
- May draft communications and marketing text as requested.
- Maintains a comprehensive set of records.

CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Meets eligibility criteria for Work/Study and or CLAY position (<http://sfs.yorku.ca/employment/>)
- ✓ Excellent Interpersonal skills
- ✓ Superior oral and written communication skills
- ✓ Excellent technical skills related to communications
- ✓ High competency with social media - experience using Twitter, Facebook and/or LinkedIn).
- ✓ Computing competency with basic spreadsheets (excel), word processing and PowerPoint/Prezi.
- ✓ Experience writing promotional materials as asset
- ✓ Ability to work independently and under pressure while managing competing priorities and deadlines
- ✓ Creative spirit

APPLICATION DETAILS AND DEADLINE

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1. Cover letter explaining your interest in this position and why your strengths would make you a suitable candidate for this role.
2. Resume. Please tailor your cover letter and resume to your first preference.
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.

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 60-minute interview with the Master's Office team. Successful applicants will be asked to participate in an activity, presentation and/or complete a specialized task.

Please note all positions are pending approval!

Position Title: Research Assistant

Work-Study Position Summer Session * 20 hours per week * \$15.00 per hour
*** Training date: May 6, 2013 * Start date: May 13, 2013**

POSITION SUMMARY

Stong and Calumet Colleges are in the process of further developing their student success programs. The programs cluster into three main themes: Peer Mentorship, 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.

Under the supervision of the Master, Stong and Calumet College, the research assistant will participate in a pan Faculty and College research project that focuses on further understanding student success. The Faculty of Health and two Colleges research team, in consultation with the Higher Education Quality Council of Ontario (HEQCO), are working on developing an evaluation framework related to student success, retention, student satisfaction and engagement. The Research Assistant will work with the research team and assist in developing and implementing qualitative and quantitative instruments that will measure the key outcomes as identified in the evaluation framework. The student will have weekly meetings with the faculty member (Master) to provide guidance regarding progress.

HOW YOU WILL BENEFIT?

- ✓ Gain valuable and transferable research skills that will help you in your post-graduation career
- ✓ Receive research mentoring from faculty members and other members of the research team
- ✓ 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 Stong and Calumet College
- ✓ 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 and analysis.

POSITION RESPONSIBILITIES

A. Development and Training

- Participates in mandatory training and office orientation on May 6, 2013.
- Reviews Stong and Calumet College materials related to Student Success (program objectives, evaluation reports, etc.).
- Meets with Stong and Calumet College leaders (Master, staff leaders and student leaders) to gain an understanding of the background of programs offered at Stong and Calumet College.

B. Data Management and Analysis

- Attends all Master's Office team meetings as requested.
- Assists the Master and research team with the design, execution and evaluation 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 with a minimum of 60 credits completed
- ✓ Strong understanding of research process
- ✓ Experience conducting library searches using academic search engines
- ✓ Experience preparing qualitative and quantitative instruments
- ✓ Excellent written and oral communication skills
- ✓ Superior organizational skills
- ✓ Knowledge and experience using Survey Monkey, Student Voice and SPSS (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 supervisor

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1. Cover letter explaining your interest in this position and why your strengths would make you a suitable candidate for this role.
2. Resume. Please tailor your cover letter and resume to your first preference.
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.

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 60-minute interview with the Master's Office team. Successful applicants will be asked to participate in an presentation and/or complete a specialized research task.

Please note all positions are pending approval!