**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Campus and Co-Curricular Programs Coordinator

**Job Number:** A-152

**NOC:** 1226

**Band:** 8

**Department:** Student Transitions and Careers

**Supervisor Title:** Director, Student Transitions and Careers

**Last Reviewed:** June 24, 2014

**Job Purpose**

The Campus and Co-curricular Programs Co-ordinator develops and oversees programs and services for students, to promote successful transitions and personal development, and to enhance the student academic experience. The Co-ordinator must observe and respond to the changing needs for the support and safety of students to be able to match service delivery to student needs and expectations.

**Key Activities**

Program Development:

1. Assists with planning for program development and implementation that takes into consideration student needs, relevant student data and funding criteria. Programs are to support the retention of students at the University and to develop their personal, academic and leadership skills.
2. Identifies and implements collaborative options for program delivery by working with campus stakeholders including: College Offices, College Cabinets, Student Associations, Housing Services, College Residence Life Coordinators, Student Accessibility Services, First Peoples House of Learning, etc.
3. Takes a lead role in delivering student life and campus programming. This may involve developing, implementing or assisting with programs geared toward the development and engagement of current students. Takes primary responsibility for the following programs:

* *Impact:* Implements the Impact Program for all students at the University, and specifically targets supporting first year and first generation students. Implementation includes recruitment of participants; coordination and booking of workshop series throughout the academic year in collaboration with residence, colleges, academic departments and external partners; coordination, fund-raising and delivery; Annual Leadership Conference and coordination of service learning initiatives.
* *Co-curricular Record (CCR) System:* Responsible for maintaining the CCR, and for marketing it campus-wide (to students, staff, and faculty). Develops educational programming to encourage the use of the system and integrate it into existing programs. Develops tools to assist students with translating co-curricular experience into effective language for job/graduate applications and interviews. Works with campus partners (e.g. Career Centre, Colleges, and student associations) to fund, assess and improve the CCR. Tracks and evaluates CCR usage and effectiveness.
* *Student mentors/staff:* As needed and as funding is available, assists in the hiring, training and supervision of student staff to provide targeted mentorship, programming, facilitation of various programs and events intended to improve student retention, enhance the student experience, and/or provide specific skills or interventions to students. Works with campus partners (student services, housing, and colleges) to plan and implement programming that is deliverable by student staff.
* *Student leader/mentor training:* Develops, organizes and implements student leader/student mentor training focusing on skills development, in order to increase student leader/mentor knowledge and effectiveness. Works closely with central and college student associations in the development of leadership training. Works closely with a range of mentorship programs across the university to provide consistent training and expertise levels. Explores potential train-the-trainer models for student leadership/mentor development.

1. Assists with the following programs:

* *New Student Orientation (NSO):* Assists with transition program in June, July and August for approximately 2000 newly admitted students and 2500 parents/supports. Responsible for providing assistance to the Orientation Co-ordinator, student staff, student leaders in the promotion to and recruitment of participants; scheduling; booking facilitators, space, meals and activities; and workshop delivery.
* *Bring It On:* Assists with transition weekends (includes an overnight stay) in the summer for approximately 200 newly-admitted students, including orientation of student mentors; promotion and recruitment of participants; scheduling; booking facilitators, space, meals and activities; and workshop delivery.
* *Peer Support Program:* Assists with the recruitment, training and support of peer supporters for first year student groups, assists with promotion of the program to incoming students and their families, assists with monitoring effectiveness of the program.

Evaluation:

1. Tracks participation rates, retention and satisfaction for student life programs.
2. For the purpose of monitoring and evaluating the Co-curricular Record system, meets with stakeholders on a regular basis. Stakeholders may include: student associations, college offices, Athletics and Recreation, Career Services, Academic Skills Centre, Trent International Program, Housing Services, Office of the Registrar.
3. Works with the Department of Institutional Planning and Analysis to track and report on programming offered by the Office of Student Transitions and Careers.

Administration:

1. Assists with the hiring, training and supervision of student staff for Office of Student Transitions and Careers programs and administrative support, both in the academic year and in the summer.
2. Provide support and mentorship to student organizations in terms of their structure and operations.
3. Sits on the College and Student Services Committee’s (CASSC) Co-curricular Record Sub-Committee.
4. Assists Associate Vice-President, Students in ensuring that reports are made to key bodies such as CASSC, the Senate and the Board of Governors.
5. Manages and provides administrative support for the My Job Board and Co-curricular Record system for Trent. Implementation includes training of university employees on the usage of the system, responding to all related inquiries and annual transition of student records.
6. Participates in other university committees as appropriate.

**Education**

Honours University Degree (4 year) is required. Preference will be given to candidates with a graduate degree in a related field such as Higher Education or Student Affairs Administration.

**Experience Required**

* Minimum of three (3) years’ related experience in an independent or supervisory role working with post-secondary students.
* Demonstrated experience in some or all of student orientation, student leadership, or student support services in a university setting.
* Superior training/presentation skills and experience.
* Familiarity with current research and best practices related to student leadership, student development.
* Demonstrated experience in program development and report writing.
* Excellent communication and interpersonal skills in individual and group settings is required.
* Demonstrated ability to exercise judgement and use initiative.
* Experience with data collection and analysis.
* Experience with the Microsoft Office suite, Microsoft Access, Adobe Creative Suite Design Premium, Contribute, Adobe Premiere. Equivalent experience using other software applications for web editing and publishing, desktop publishing, video editing, data processing, will be accepted.
* Ability to work independently and as a team player.
* The incumbent must be available to work evening and weekend hours on a regular basis throughout the calendar year including but not limited to 5 weekends in June, July and August, Labour Day weekend and an average of 2-3 evenings per week during the academic year.

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

**Direct Responsibility**

Student Employees