



# STUDENT LIFE AMBASSADOR JOB DESCRIPTION

## Student Life Office

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

T 604.432.8338 E student\_life@bcit.ca

Building SW01-1022

## POSITION DESCRIPTION

Department: STUDENT LIFE

Reports to: ASSOCIATE DIRECTOR, STUDENT LIFE

## SUMMARY

A **Student Life Ambassador** (SLA) plays an important role representing BCIT, collaboratively designing and implementing Student Life programming from a student centered perspective. Reporting to the Associate Director of Student Life, with direction from the Student Entry & Transition Coordinator and support from the Student Life Navigator, SLA's are responsible for creating a visible, welcoming presence on all BCIT campuses, including greeting, assisting, informing and engaging BCIT students (both in-person and online), answering their diverse range of questions about BCIT Student Services, and educating them about appropriate resources. As a team, SLA's work together to make a positive impact on student wellbeing and the student experience at BCIT.

## REQUIRED COMPETENCIES

### Teamwork

Ability to collaborate and work effectively as a member of a diverse team.

### Communication

Ability to listen actively and communicate clearly in both verbal and written format.

### Organizational

Ability to effectively prioritize, plan and implement activities while balancing work shifts with other responsibilities.

### Interpersonal

Ability to use tact, be mature and provide polite and respectful responses when liaising with various members of the BCIT community.

Demonstrated ability to work effectively with diverse populations.

### Leadership

Ability to take initiative, motivate and encourage peers to effectively plan events, activities and engagement programming.

### Problem Solving

Ability to objectively analyze, assess and respond to situations using creative solutions while also abiding by institute policies.

## DUTIES AND RESPONSIBILITIES

### Student wellbeing and service promotion

- Promotes the Student Life Engagement Calendar by educating students on the 8 Dimensions of Wellbeing
- Updates Student Life Engagement Calendar bulletin boards each month with student service and event posters and other promotional materials
- Engages current students, on all BCIT campuses, on topics of wellbeing and student life, including facilitating discussions with students on a range of student focused initiatives and documenting their feedback
- Works with students to increase student service awareness by answering questions, assisting students to access information on relevant services and supports, and referring students to appropriate individuals or services as needed

### Peer support, program design and delivery

- As a team, plans, develops and implements student-to-student engagement programming on the topics of student wellbeing, student services and other on-campus resources
- Assists with key entry programming each term to welcome all incoming BCIT students
- Provides students with comprehensive information about student services and the BCIT student experience
- Records and consults with the Student Life team about the quantity and type of inquiries received by SLA's
- Directs or accompanies, when necessary, students to departments on all campuses

### Availability

- Is available for the period of August 6, 2019 to May 15, 2020
- Is able to commit to working an average of 8–10 hours per week with a mix of early morning, afternoon and early evening availability
- Must be available to attend weekly meetings on Wednesdays from 2:30pm–4:30pm

### Qualifications

- Grade 12 plus six months post-secondary education with good academic standing
- Current BCIT student
- Minimum of 1 term of recent student status at BCIT
- Availability as outlined in the Duties and Responsibilities section of this job description
- Demonstrated ability to meet the required competencies for the Student Life Ambassador position
- Previous program design and delivery experience is an asset