



STUDENT LIFE AMBASSADOR JOB DESCRIPTION

Student Life Office

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Building SW01-1303

POSITION DESCRIPTION

Department: STUDENT LIFE

Reports to: ASSOCIATE DIRECTOR, STUDENT LIFE

SUMMARY

Student Life Ambassadors (SLA) play 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 Coordinators and Health Promotion Strategist, SLAs work together to make a positive impact on student well-being and the student experience at BCIT.

There are two types of SLA positions available based on their different focus. Please indicate your preference in the application form.

1. **Student Experience (12 positions):** Responsible for creating a visible, welcoming presence on all BCIT campuses, including greeting, assisting, informing and engaging BCIT students in-person and virtually, answering their diverse range of questions about BCIT Student Services, and raising awareness of appropriate resources.
2. **Well-being (3 positions):** Planning, delivering, and evaluating knowledge-informed health education initiatives in-person and virtually. Education topics include, but are not limited to:
 - Mental health and resilience building strategies
 - Sexual health, healthy relationships, consent
 - Active living, nutrition, sleep, positive self-image
 - Substance use, responsible partying, harm reduction and recovery

EQUITY STATEMENT (adapted from UBC Peer Health Education Program, 2022)

We want our program to reflect the diversity and lived experiences of students across campus. We encourage applications from historically, persistently, or systemically marginalized groups, including but not limited to including sexual orientation, gender, gender identity or expression, racialization, disability, political beliefs, religion, marital or family status, age, and/or status as a First Nation, Métis, Inuit, or Indigenous person. We welcome you to self-identify if you belong to any of these groups.

REQUIRED COMPETENCIES

Teamwork and Collaboration

- Works collaboratively and effectively as an individual, and member of a diverse team.

Communication

- Actively listens, and communicates clearly and effectively in both verbal and written format.

Organizational

- Effectively prioritizes, plans and implements activities while balancing work shifts with other responsibilities.

Interpersonal

- Demonstrates tact, maturity and professionalism when liaising with various members of the BCIT community.
- Appreciates the unique needs and experiences of diverse populations, and maintains respectful processes and relationships based on mutual trust.

Leadership

- Demonstrates initiative to motivate and encourage peers to effectively plan events, activities and engagement programming.

Problem Solving

- Objectively analyzes, assesses and responds to situations using creative solutions while also abiding to institute policies.
- Applies critical thinking skills when synthesizing information from a variety of sources to inform decision making.

DUTIES AND RESPONSIBILITIES

As a **Student Experience SLA**, you will:

Student engagement and service promotion

- Promotes and educates students on the 8 Dimensions of Well-being
- Updates Student Life Engagement Calendar bulletin boards each month with student service and event posters and other promotional materials
- Engage current students, on all BCIT campuses, on topics of well-being 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 (e.g. workshops, tabling, social media) on the topics of student life, student services and other on-campus resources
- Assists with key entry programming each term (e.g. campus wayfinding, peer-to-peer support) to welcome all incoming BCIT students and promote social connection
- Participate on committees/represent student perspectives on working groups
- 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 SLAs
- Directs or accompanies, when necessary, students to departments on all campuses

As a **Well-being SLA**, you will:

- Provide student input to health promotion work, and the Student Well-being Resilience Framework initiatives. This involves participating in Student Well-being Steering Committee meetings, and meetings with the Health Promotion Strategist.
- Work with other SLAs to plan, prepare, deliver, and evaluate knowledge-informed education activities that promote healthy lifestyles, holistic well-being, and a supportive campus community.
- Plan and organize campus activities to facilitate student dialogue around issues related to health and well-being at BCIT. This will also involve seeking broader student input on select components/ topics and preparing summary reports with recommendations.
- Note: Well-being SLAs will support entry programming with Student Experience SLAs.

Time Commitment

- SLAs will commit to two terms (August 22, 2022 – May 15, 2023). This role requires an average of 8 to 10 hours per week
- Must be available for a mix of early morning, afternoon and early evening availability hours on weekdays, Monday – Friday, preferably between the hours of 8:30am – 6:30pm
- Mandatory training to take place from August 22, 2022 to September 2, 2022
- Two-hour mandatory weekly meetings with SLAs, with the exception of winter holidays
- One-on-one check-ins with supervisor each term

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