



Position: Student Lead, Events & Clubs

WHAT WE STAND FOR

The Mohawk Students' Association exists to ensure all Mohawk Students achieve personal success in their college experience and beyond. We empower Mohawk Students to create a community they can lean on for positive experiences, relevant supports, a listening ear, and a strong voice so they can achieve personal success in their college experience and beyond.

Led by the Executive Director and an elected Student Board of Directors (BOD), we are a Non-Profit Organization that supports students through our Areas of Focus:

- Advocacy & Leadership
- Engagement & Support
- Sustainability & Operations

While we are a separate organization from Mohawk College, we work collaboratively with the college to reach our goals.

MY MSA TEAM

We live our values to ensure we achieve our **Student Driven** Vision and Mission. **In This Together**, we collaborate in transformative ways within and beyond our departments, helping wherever we are needed. We **Believe it's Possible** by focusing on outcomes rather than outputs. We prioritize **Foster Belonging**, where all staff members feel purposeful and supported as their authentic selves. And we share and learn through the power of **Storytelling**.

MY PROGRAMMING TEAM

The MSA Programming Team is a department within the Student Experience Team (Programming, Student Services, Communications, Governance & Advocacy), that provides inclusive, social, educational, and fun experiences through events, workshops, activities, and student clubs and communities. The team collaborates with Mohawk students and the

OUR VALUES



Student Driven:

We are passionate about Mohawk Students and all our efforts are devoted to enhancing their experiences.



In This Together:

Collaboration built on trust across the Mohawk community is essential to ensure every student interaction matters.



Believe it's Possible:

Fueled by outcomes and insight, we strive to find solutions for how we can meet the evolving needs of students.



Foster Belonging:

We connect the Mohawk Community to ensure everyone feels invited, welcomed, and included as their authentic self.



Storytelling:

We strive to tell, share, and learn from stories in meaningful ways.



Mohawk community to meet the social, physical, mental, academic and professional well-being needs of students.

WHAT YOU DO

The Student Lead, Events & Clubs is responsible for assisting with initiatives throughout each semester that are geared towards student programming, events, clubs, and communities that support the programming and student life cycle framework. This role will work in partnership with MSA departments, staff, and stakeholders both in-person and virtually at campus and partner locations.

What Success Looks Like in This Role:

You have a passion for working for and co-creating experiences with students. You bring a positive energy each day to help build communities while fostering belonging. You understand how programming impacts MSA Vision, Mission and Values, and you can adapt to changing responsibilities and the diverse needs of students.

Primary Accountabilities:

- Support the Events Coordinator and Clubs & Communities Specialist with MSA student-focused programming initiatives, with focused attention towards Clubs & Communities when required
- Connect with students studying on campuses and virtually, gaining insight and feedback for future planning

HOW YOU DO IT

Responsibilities

- Co-create student-focused programming initiatives (events, activities, workshops, clubs, and communities) and assist with planning and execution.
- Lead small-scale projects for future programming initiatives.
- Coordinate logistics, spaces, and the use of equipment.

OUR MISSION

We empower Mohawk Students to create a community they can lean on for positive experiences, relevant supports, a listening ear, and a strong voice.

OUR VISION

All Mohawk Students achieve personal success in their college experience and beyond.

JOB DESCRIPTION

Reports To:

Events Coordinator /
Clubs & Communities
Specialist

Department:

Programming

Classification:

Student Part-Time

Pay Band:

\$17.00/hour



- Act as a student host/leader, while fostering interpersonal relationships and connections with the student body to inform, educate.
- Provide insight and post-programming feedback to the MSA.
- Other duties as assigned.

What you Need in Education, Experience and Training for your Department:

- Currently enrolled in a Mohawk college program (open to all students).
- In good standing with the College (60% minimum grade average).
- Legally eligible to work in Canada.
- Customer service experience.

What Knowledge, Skills and Attitudes that you require:

- Proficiency in a digital environment.
- Pride in customer service, with a focus on service excellence.
- Ability to adapt to an ever-changing environment.
- Passion for working for and with post-secondary students.
- Effective communication and interpersonal skills.
- Good organizational and multi-tasking skills.
- Ability to work independently and part of a team with minimal guidance.
- Positive energy and attitude.

Physical Demands/Work Environment

- Standard work hours are 0 -15 hours per week. This may include evenings and weekends when required.
- Travel between campuses may be required.
- Able to work in a variety of event-related settings that may involve sitting, standing, lifting, and transporting.

HOW WE SUPPORT YOU

This position is entitled to the following comprehensive compensation package:

EQUITY, DIVERSITY, AND INCLUSION

Equity and Diversity are core MSA values engrained in the work that we do to support Mohawk students.

The MSA believes the commitment to our values of equity, diversity, and inclusion requires continuous care. It's about fostering a culture of open-mindedness, compassion, and inclusiveness among individuals and groups, where leadership is made up of different people with diverse perspectives. The MSA is actively building a community where everyone is encouraged and celebrated to be themselves and whose members have diverse cultures, backgrounds, and life experiences in order to challenge and dismantle systemic oppression.



- Employee and Family Assistance Program (EFAP).
- Option to enroll in the CAAT Defined Benefit Pension Plan.
- Staff Wellbeing Initiatives.
- Celebrate an Individual's Authentic Self.
- Work Culture that prioritizes that staff have a voice, feel a sense of belonging, and have fun together.

EQUITY, DIVERSITY, AND INCLUSION

The MSA seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially seeks applications from indigenous (First Nations, Métis, or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.

How to Apply:

To apply, please send your resume and cover letter to msaevents@mohawkcollege.ca

- Please include in the subject line of the email the title Student Lead, Events and Clubs at Fennell Campus, your last name first and then your first name.

If you have questions regarding the hiring process for the position or require accommodation in the interview process, please reach out to msarecruit@mohawkcollege.ca.

We will be accepting applications until August 8, 2022, or until the position is filled. The expected start date is August 22, 2022

ACCESSIBILITY

As part of our commitment to accessibility for all persons with disabilities. The MSA will, upon the request of the employee, provide accommodation.

Should you require accommodation at any point during your employment with the MSA please contact People and Culture at msarecruit@mohawkcollege.ca.
