

SAMRU – ADVOCACY RESOURCE AND SUPPORT ADMINISTRATOR (PT)

The Students' Association of Mount Royal University represents and serves students to help them succeed. The Student Advocacy Resource Centre provides confidential services, support, and options for individual students experiencing both academic and/or non-academic advocacy concerns and questions.

POSITION TITLE: Advocacy Resource and Support Administrator

SUPERVISOR: Advocacy Resource and Support Coordinator

TERM: This is a contract role from October 2024 to May 2025

COMPENSATION: \$17.00 per hour

JOB DESCRIPTION:

Under the direction of the Advocacy Resource and Support Coordinator, the Advocacy Resource and Support Administrator will:

- Offer peer-based active listening, support and referrals to students
- Track and record visitor data
- Assist with resource project work
- Help to create and maintain a respectful environment

QUALIFICATIONS:

In addition to meeting and maintaining the Students' Association of Mount Royal University's standards, including those in the organization's Code of Ethics, the Advocacy Resource and Support Administrator should be a Mount Royal University student who has:

- A friendly demeanor and appropriate customer service skills;
- Developed interpersonal skills, particularly when providing empathetic, non-judgemental listening;
- Flexible communication skills and uses accessible language/communication (verbal, non-verbal, or written) to engage with students and community members;
- Good time management and multitasking skills;
- An ability to work independently and as part of a team;
- Proficiency in completing assigned tasks in a timely and efficient manner;
- A willingness and ability to readily respond to changing circumstances and expectations;
- Proficiency in Google Workspace and Microsoft Office;
- A high degree of accuracy and attention to detail, particularly with email correspondence and data entry
- A growth mindset.

DEADLINE TO APPLY:

Open until a suitable candidate is found.

APPLICATION & PROCESS:

While this position is open to anyone, those in psychology, social work, or sociology programs, and/or those with skills, training, and/or or experience in providing peer-based support are encouraged to apply.

Candidates are invited to submit their cover letter, resume, 2024-25 class schedule, and availability to Ayesha Khalid at: a.khalid@samru.ca. No telephone inquiries please. We thank all those interested for applying. However, only candidates selected for an interview will be contacted.

For more information about our organization, please visit our website at: www.samru.ca