PRYSM Events Coordinator

Number of positions: 1
Department: Residence Life
Email Address: resjobs@yorku.ca
Number of Hours per Week: 3 hrs/wk
Hourly Rate of Pay: $14.00/hr + 4% vac
Duration: September 3, 2019 – April 24, 2020
Related fields: Education, Administrative Support, Marketing

Job Description
PRYSM is a group of student volunteers that plans events across campus for LGBTTIQ2SA individuals in residence and related educational initiatives. The group is coordinated by the PRYSM Events Coordinator who is responsible for the program in conjunction with a Residence Life Coordinator. Main responsibilities of the role include coordinating volunteers, events and initiatives.

PRYSM meets regularly to discuss issues, plan monthly events and initiatives. PRYSM members are available to help residents find resources and meet new people on campus. PRYSM works with organizations on campus (e.g. TBLG@Y) to promote their events and encourage residents to seek out resources they provide.

The PRYSM Events Coordinator has limited or no hours during exam periods.

Competencies
Through this role, the PRYSM Events Coordinator will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
   a. Demonstrating Cultural Competence
   b. Cultivating Community and Pride
   c. Staying Up-To-Date with Current Affairs/Issues
5. Critical Thinking and Problem Solving

Organizational Status
This position reports directly to a Residence Life Coordinator.

Work Performed: Basic Duties and Responsibilities
- Develops events and initiatives for residents in conjunction with PRYSM volunteers aligned with PRYSM’s purpose
- Assists with PRYSM program development, marketing, budgeting, event logistics, etc.
• Provides input and support to the program planning of the PRYSM committee and RLC
• Researches past successful events and new opportunities
• Makes connections with campus partners to support the work of PRYSM and connects students with those partners when appropriate
• Discovers opportunities for successful collaboration
• Leads PRYSM committee meetings
• Adheres to Residence Community Standards, the Code of Student Rights and Responsibilities, and the Residence Handbook
• Serves as a leader and role model for PRYSM volunteers
• Meets with the Residence Life Coordinator on a regular basis
• Other tasks as assigned by Residence Life.

Qualifications

Education and Experience
• Lives in a York University undergraduate residence
• Current York student (we encourage applicants from diverse programs of study)
• Eligible to be hired under the work-study program (https://sfs.yorku.ca/work-study-programs)

Skills and Qualifications
• Self-motivated with an ability to work effectively with minimal direction at times
• Creative and innovative
• Strong team focus and commitment to Residence Life
• Detail oriented and organized
• Collaborative approach to problem solving, with a strong desire to seek out feedback and suggestions
• Reliable and accountable
• Willingness to work irregular and flexible hours
• Commitment to diversity and anti-oppression work
• Demonstrated commitment to the values of the Division of Students: care, collaboration, accountability, respect, innovation, excellence and inclusion.

Personal and Professional Development

The Work Study Student program provides on-campus job opportunities for eligible York University undergraduate students.

Work Study Student employees are provided opportunities to contribute to support roles while developing valuable, relevant skills and work experience for the workplace. These roles offer a learning and development opportunity for Work Study Student employees to receive experiential on-the-job training, guidance and mentorship.

Under the guidance of permanent staff members, Work Study Student employees will provide support to their relevant department/faculty in clerical, administrative and technical capacities.
As part of your work study experience, you will be asked to participate in Becoming YU, a new program designed to support you in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it’s for a future job or further education opportunity. Throughout your work/study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and get valuable feedback.

Student Learning Components

Orientation, Training, and On-going Professional Development

- PRYSM Events Coordinator will receive training in the following areas:
  - Respect, Equity, Diversity, and Inclusion Tutorial
  - WHMIS Level 1
  - Health and Safety
  - AODA
  - Privacy and Confidentiality

Feedback, Ongoing Support, and Reflection

- Will received feedback on an ongoing basis, highlighting challenges and successes

Networking and Mentorship Opportunities

- Opportunity to work alongside professional staff in Residence Life
- Opportunity to interact with students/residents with diverse backgrounds
- Opportunity to establish relationships with student organizations on campus
- Opportunity to learn about and participate in York activities and events
- Opportunity to serve as a role model to residents within residence

Contribution to York as a whole

- Opportunity to increase inclusion through education and events
- Opportunity to strive for excellence in building a connected residence community

How to Apply

- Visit http://reslife.yorku.ca/get-involved/ for instructions on how to apply
- Only candidates to be interviewed will be contacted.