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| MSU-logo-2001 | JOB DESCRIPTION  Hourly Staff |

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| **Position Title:** | **Training Resources Research Assistant** |
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| **Term of Office:** | May1 - April 30 |
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| **Supervisor:** | Vice-President Administration |
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| **Remuneration:** | **Refer to OPERATING POLICY – EMPLOYMENT (WAGES) – APPENDIX A** |
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| **Hours of Work:** | 30 hours per week (summer), 10 hours per week (academic) |

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| **General Scope of Duties** |
| The Training Resources Research Assistant is primarily responsible for conducting research related to peer-support, professional development, and other training matters that are relevant to the McMaster Students Union. The Training Resources Research Assistant is also responsible for assisting and designing peer-support training in co-operation with the Peer Support Department. Research gathered will be used to create training manuals, presentations, and to inform policy. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Research Function | 45% | * Keep current on any relevant literature and best practices within McMaster, the post-secondary sector, and beyond * Develop resource manuals and materials for volunteers * Develop materials for, and carry out the peer support training weekend in conjunction with relevant Part-Time Managers, campus, and community stakeholders * Summarize and analyze research results and findings in a user-friendly way * Circulate information to all relevant parties * Develop feedback and assessment tools to solicit feedback and areas of improvement for training sessions |
| Communications Function | 25% | * Assist relevant MSU staff and volunteers with learning how to conduct peer-support * Maintain strong communication with the Vice-President (Administration) and the Peer Support Department * Maintain strong communication with campus and community partners * Support projects related to peer-support and wellness on campus as the discretion of the Vice-President (Administration) * Provide training materials to the Peer Support Department as necessary * Regularly meet with the Vice-President Administration to provide updates and reports on progress |
| Training Planning | 25% | * Book space on campus for all training and professional development sessions * Develop presentations, training materials, and resources for the peer support training weekend. * Book and carry out professional development and skill development training throughout the academic year for MSU services and SRA as required * Coordination of various stakeholders to carry out training sessions |
| Other | 5% | * Other duties as directed by the Vice-President (Administration) * Attend training sessions and events as an MSU representative when required |

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| **Knowledge, Skills and Abilities** |
| * Excellent writing skills, including proofreading and editing * Capacity for research, consultation, and analysis of relevant literature * Knowledge of the peer-support landscape at McMaster and in the post-secondary sector is an asset * Knowledge of related resources on campus and in the larger Hamilton community * Event planning skills are required to design and carry out weekend training sessions * Strong public speaking skills are an asset, especially the ability to talk to large groups of people * Capacity to develop and maintain strong relationships with community and campus stakeholders * Peer counseling and education skills are an asset |

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| **Effort & Responsibility** |
| * Ability to work independently * Ability to carry out research projects and training development from start to finish * Ability to synthesize and create novel training materials and sessions according to the peer-support literature. |

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| **Working Conditions** |
| * Hours of work are variable * Time demands may exceed stated hours of work * Access to shared work space in the MSU Committee Room |

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| **Training and Experience** |
| * Academic and professional experience with peer support, counseling, and active listening is an asset. * Participation in MSU Management Training * Mental Health First Aid \* * SafeTalk Training\* * Positive Space Training\* * ASIST Training\* * \*Training can be provided - experience/prior completion is an asset. |

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| **Equipment** |
| * Use of personal computer preferred * Shared office computer available |