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| MSU-logo-2001 | JOB DESCRIPTIONHourly 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
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| 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
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| 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
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| 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
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