

STUDENT ADVOCATE – JOB POSTING

Would you like to gain valuable work experience advocating for others while pursuing your studies? If you are passionate about problem solving, navigating policies and making a difference, the Student Advocacy Office is looking for you.

We are currently recruiting advocates to join our team on a part-time basis. Advocates will be compensated 18\$/hour and will get the opportunity to learn and gain professional and educational experiences.

Responsibilities:

- Advise students and provide information on academic and non-academic codes, policies and procedures.
- Analyze and strategize on each student case to determine what course of action to follow.
- Prepare students for and accompany them to interview with the Deans (or delegate) and/or Hearing/Appeal Panel involving charges of academic or non-academic misconduct, when necessary.
- Assist students in the preparation of student requests.
- Research and documentation of cases.
- Participate in outreach activities.
- General office/clerical duties when necessary.

Required Skills:

- Computer Skills: Word & Excel
- Customer Service
- Data Entry
- Research

Other skills:

- Have strong oral and written English communication skills and outstanding interpersonal skills
- Ability to multi-task and manage a varied workload of cases, office work and outreach is essential, as is handling of sensitive and potentially emotional cases and students in distress while balancing school work.
- General knowledge of the university's policies and willingness to learn in detail.
- Ability to maintain confidentiality is a must.
- Be available to work up to 15 hours per week on average; during peak periods, more than 15 hours per week may be required.

How to Apply:

Email your application to caroline.danis@concordia.ca by **November 1, 2020**. Make sure to include position title in the subject of your email. Combine your cover letter and résumé in one file. The name of your document should be your last name, first name (example: Smith, Mary.doc). Please do not include any other information in the file name. ***Note that only short-listed candidates will be contacted for an interview.***

For more information contact the Student Advocacy Office:

Caroline Danis: caroline.danis@concordia.ca