

Job Title:	Research and Policy Writer	Start Date:	July 11, 2022
Location:	Virtual/On-Campus	End Date:	March 31, 2023
Salary:	\$15.00/hr	Hours:	Up to 10 hours/week summer Up to 20 hours/week fall/winter
Supervisor:	Director, Governance and Advocacy	Posting Open:	June 13, 2022
Applications Accepted By:	krossetto@brockbusu.ca Please reference position in the subject line	Posting Close:	June 24, 2022

PRIMARY JOB FUNCTION

The Policy Writer is primarily responsible for conducting research, drafting and creating of policy as it pertains to the Provincial advocacy work of BUSU. Further to the research and policy duties, the Coordinator will act to assist the Director, Governance and Advocacy and Vice President, External Affairs (VPEA) with lobby efforts and advocacy campaign creation.

Responsibility 1: Research and Policy Writing

- Conduct research as directed by the Director, Governance and Advocacy, with support from the Vice President, External Affairs
- Reviews Ontario Undergraduate Student Alliance (OUSA) policy and position as well as other governing documents
- Reviews Federal government policies as it pertains to post-secondary education
- Compiles research findings into reports or briefing formats for future uses
- Works in conjunction with the Vice President, External Affairs in the development of OUSA policy papers
- Attends OUSA lobby meetings and conferences as needed with the VPEA

Responsibility 2: Advocacy Integration

- Prepare preliminary campaign outline for the Fall and Winter Semesters, focusing particularly on OUSA campaigns and issues pertaining to post secondary education
- Works with the BUSU Marketing department on campaign creation
- Collect data from each campaign and compile a report to be shared with the BUSU team

POSITION REQUIREMENTS

- Strong background in research and policy writing
- Strong written and oral communication skills

- Knowledge of BUSU bylaws, policies and procedure an asset
- Ability to search out resources relevant to arising issues
- Sound understanding of the political climate regarding Post-Secondary Education and student issues
- Proficiency in Microsoft Office programs
- Excellent planning, organization, and time management skills
- Ability to work independently or as part of a team
- Strong interpersonal skills
- Ability to work effectively in a fast-paced environment
- Must have a minimum 60% academic average at the time of their application as confirmed by the Registrar's office
- Legally eligible to work in Canada
- Must be a registered undergraduate student at Brock University during the term of their employment

HUMAN RELATION SKILLS, PROBLEM SOLVING AND ACCOUNTABILITY

- Daily contact with Director, Governance and Advocacy and VPEA
- Occasional contact with members of the Board of Directors and/or BUSAC
- Occasional contact with Brock University faculty and staff members
- Ability to provide and receive feedback in a positive and constructive manner
- Manage the various tasks and projects assigned at once
- Resolve logistical conflicts that may arise

WORKING CONDITIONS

PHYSICAL EFFORT

The majority of the work does not require a high level of physical activity. However, from time to time some physical labour may be required i.e. moving materials around the office or other items for special events

PHYSICAL ENVIRONMENT

Standard office environment, occasional driving to off-campus business, community events or conference.

SENSORY ATTENTION

Working on a computer, working with and communicating with students, staff and community members. Job requires a high level of concentration and focus.

MENTAL STRESS

The Federal and Provincial Research Coordinator must be able to work flexible hours in order to be successful. Must be able to work in fast paced environment and work through complex situations.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

BUSU is an Equal Opportunity Employer.



Note: If you require accommodation at any time throughout the application process, or if this information is required in an accessible format, please contact kswiatek@brockbusu.ca and we will be happy to provide appropriate assistance pursuant to BUSU's Accommodation and Accessibility policies.