

Job Description
Black Student Support Centre
(BSSC Assistant)
(Full-Time, Temporary 6 months)

Working Relationship: This position is Supervised by and works alongside the BSSC Coordinator. The BSSC Assistant reports to and takes direction from the President and Operations Organizer; closely collaborates with Students of Caribbean and African Ancestry (SOCA) Executives and once approved by SOCA, implements the group's annual plan of action in support of its constituents - ie. Black students on campus.

The Simon Fraser Student Society is an equal opportunity Employer.

This is a full time (35 hours/week) temporary Designated Assistant position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$17.50 per hour with additional benefits as defined in the Collective Agreement. The duration of this contract is 6 months (starting from the first day of employment) with the possibility of extension.

The Simon Fraser Student Society's vision of students thriving everywhere is realized through its support of students to reach their full potential by providing resources and services that represent, connect and benefit our membership. One such resource is the [SOCA](#).

Position Summary

In order to support the Black Student Support Centre, we are looking for a BSSC- Assistant. This position will uniquely be expected to collaboratively work with the BSSC Coordinator, the SOCA Executives and membership to execute on the mandate of services, events, and advocacy through the Black Student Support Centre.

The SOCA's organizational [values](#) are community building, representation, inclusivity, and social justice. SOCA is a student group devoted to creating a safe space for students of African and Caribbean descent and allies on campus. SOCA supports and advocates for Black students, as the SFSS student constituency group advocating for Black students at SFU, providing services and promoting Afrocentric intellectual and cultural experiences through open and interactive exchange of ideas among members of the SFU community.

The BSSC- Assistant helps support and assist in the delivery of programs, activities and services in the SOCA Black Student Support Centre. The Black Student Support Centre will be housed in one of the offices in the SOCA organizational suite in the Student Union Building, as per the SFSS-SOCA Memorandum of Understanding as outlined in the institutional relationship [Letter of Agreement](#), unless SFSS provides a separate space for the BSSC operations.

The SFSS shall not negatively discipline any Black Student Support staff member for any social or academic advocacy positions taken by the SOCA Executives, SOCA membership, or Black Student Support Centre (BSSC). SOCA and the Black Student Support Coordinator hired shall be deemed as separate and distinct from SOCA just so that no disciplinary actions are taken against the staff person as a result of any collective action, taken by the SOCA Executive and/or Membership. However, SOCA must serve as the body that guides the types of services, resources, and advocacy support that is offered by the Black Student Support Centre housed in the SOCA Organizational Suite allocated in the Student Union Building. This shall in no way preclude or prevent SOCA from engaging in collective action, and engaging in social or academic advocacy as the SOCA membership and Executives sees fit.

Core Duties

- Serve as a support for the SFSS's Black students SOCA's constituents, ie. Black/African descent students at SFU;
- Host Black and African-Descent student gatherings, cultural events, and other culturally relevant activities;
- Support the work of the BSSC Coordinator and Executives of the SFSS where necessary as support for anti-Black racism campaigns and initiatives as necessary;
- Work closely with the SFSS VP Equity and Sustainability and other SFSS Executives on issues related to the Black community on the campus;
- Liaise with all SFSS departments and services, as necessary;
- Support the work of SOCA's Executive and Membership to prepare the annual budget for submission to the SFSS for the SOCA BSSC programming;
- Manage the efficient operations of the assigned office in the SOCA Organizational Suite in the Student Union Building as per the SOCA-SFSS [Letter of Agreement](#)
- Coordinate with the BSSC Coordinator (who reports to the Operations Organizer, the President, and SOCA Executives) to maintain proper functioning of the SOCA space:
 - Advise about the required servicing and maintenance of office furniture and equipment including information technology systems;
 - Coordinate the distribution of keys / key cards and maintains up-to-date records;
 - Advise on changes in consultation with SOCA that are required to the SOCA space and the SOCA BSSC, as required.
- Ensure meeting scheduling, room booking, catering and room set-up for meetings and events of the SOCA, in its space or in other locations;
- Ensure that accurate meeting minutes are recorded, reviewed, and distributed internally and externally;
- Respond to requests for information, engagement, and/or outreach;
- Help support research and other projects, as required;
- Help recruit, orient, train, and allocate tasks to volunteers;
- Support campaigns, special events, outreach, and workshops in close collaboration with SOCA and Black/African Descent students;

- Support SOCA's development and implementation of recommendations;
- Develop (optional) personal projects with the approval of the Manager that meet professional development needs and the needs of constituency group community members
- In an event where relevant Constituency Group Executives are dormant and do not have the capacity to lead, staff will engage in this [Emergency Response Plan](#), while reverting to servicing constituents until their Constituency Group Executive is actively operational once more
- Other duties as assigned

Qualifications

- Lived experience as a self-identifying Black, Caribbean or African-Descent person;
- Experience in peer support programming, mutual aid, or marginalized community empowerment initiatives;
- Excellent organizational, analytical, problem-solving, and conflict resolution skills;
- Excellent interpersonal and communication (both verbal and written) skills;
- Ability to write accurate minutes and reports;
- Ability to exercise discretion, initiative and diplomacy;
- Ability to work within broad parameters, competing deadlines/priorities, and with frequent interruptions.

Assets

- Understanding of intersectionality and social justice;
- Considerable understanding and knowledge of anti-Black racism and systemic discrimination as it relates to anti-Indigenous racism, classism, anti-Asian racism, ableism, misogyny, transphobia, homophobia, anti-Semitism, Islamophobia, and xenophobia.

*This position is intended to be in-person and work out of the Student Union Building (SUB) located at SFU Campus on Burnaby Mountain. As long as the SUB remains open, the position is required to be headquartered in the SOCA Black Student Support Centre in the SUB. SOCA Executives and Membership shall access and use the space Organizational suite at any time while the SUB is open, and the BSSC - Assistant shall be available to work Monday to Friday during regular office hours, unless otherwise designated for special events or activities as needed.