

Canada Summer Jobs Student 2018
Summer Residence and Program Assistant

JOB SUMMARY

Becoming a Summer Residence and Program Assistant provides a rewarding experience, not only in impacting the student experience on-campus, but opportunities to develop and hone a wide array of skills. Canterbury College is committed to providing a supportive, safe, and positive environment, where both our residents and staff members can learn and grow in mind, body, and spirit. The full-time position consists of, but is not limited to:

- Market Canterbury College rooms, facilities, and Canterbury ElderCollege programs
- Interface with prospective University and broader Camps community connections
- Assist staff in preparing course templates for ElderCollege courses
- Prepare flyers, brochures, and advertising materials for Canterbury programs and anniversary events
- Assist across multiple program areas including event coordination, development, communications, and administration
- Preparation of training materials and welcome baskets for students, both international and domestic

ELIGIBILITY

- Be a student enrolled full-time in both fall and winter semesters, 2017-2019, at a registered post-secondary institution in accordance with the guidelines outlined by Canada Summer Jobs
- Be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*
- Be legally entitled to work according to Ontario legislation and regulations
- Proven high academic achievement is an asset
- Provide a clear police clearance within 30 days of accepting the position
- Provide three satisfactory reference checks

COMPETENCY PROFILE

- Experience working in an office setting
- Excellent command of the English language (read, write, and speak)
- Excellent computer skills (word, Excel, Power Point, Publisher)
- Excellent people skills
- Attention to detail, analytical skills, and ability to multi-task
- Creative
- Work as a part of a team
- Perform additional duties as required by Residence Admissions Coordinator
- Marketing and sales experience
- Excellent communication skills
- Computer skills are an asset

TERMS OF EMPLOYMENT

Summer Residence and Program Assistant reports directly to the General Manager. The terms of appointment cover an 8 week work contract of about 30 hours per week, as scheduled.