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| **Title of Position** | Lead Student Recruitment Student Ambassador |
| **Department** | Student Recruitment/Marketing |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.02 Label, sort and distribute incoming and outgoing mail

1.03 Prepare and/or complete basic documents, reports and/or presentations using Microsoft Office (Excel, Word, PowerPoint, Visio)

1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources

2.02 Working with the College community, assist with the promotion of student and/or employee initiatives and/or awareness campaigns

2.04 Distribute various information around the College

2.05 Assist with coordination and delivery of campus tours

2.06 Assist with preparation and loading of materials for marketing events and tradeshows

2.07 Catalogue, categorize and/or assemble information, photos and other materials for college initiatives

4.04 Provide general guidance and training, acting as student lead/role model to peers and/or volunteers in the college community

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Knowledge of general office procedures
* Good proficiency with Microsoft Office Suite (Word, Excel, Visio, PowerPoint)
* Good organizational skills, with the ability to multi-task
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail
* Experience presenting and/or speaking in front of small or large groups
* Willing to share Fleming experience with Fleming social communities
* Familiarity with video & photo equipment & technologies