|  |  |
| --- | --- |
| **Title of Position** | Earth Resource Program Lab Assistant |
| **Department** | SENRS |

**Primary Job Duties**

**Inventory No. / Job Task Details**

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

2.05 Assist with coordination and delivery of campus tours

3.00 Assist with daily cleaning and maintenance of classroom and/or lab space and equipment (cleaning, organizing, servicing, inventory and sign out of equipment)

3.05 Assist with the collection, organization and logging of specimens and data

3.06 Assist with planning and prepping for student field trips and other activities as required

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good organizational skills, with the ability to multi-task
* Ability to use common office equipment such as photocopies, fax machines, etc.
* 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
* Ability to lift and move items that can weigh up to 30lbs
* Experience presenting and/or speaking in front of small or large groups
* Willing to share Fleming experience with Fleming social communities
* Willing to be featured as a brand ambassador across Fleming marketing channels