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| **Title of Position** | Forestry 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

**Qualifications**

* Current student of Fleming College
* Good human relations and interpersonal skills
* 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