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| **Title of Position** | Let’s Talk Science – Site Coordinator |
| **Department** | SENRS  |

**Primary Job Duties**

**Inventory No. / Job Task Details**

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

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

4.08 Assist with attracting and recruiting volunteers

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

4.10 Monitor and record observations and details of work in daily log providing information and data collected

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* 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
* Willing to share Fleming experience with Fleming social communities