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| **Title of Position** | Welding Lab and Skilled Trades Assistant |
| **Department** | School of Trades & Technology |

**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

3.02 Assist with classroom set-up and/or lab preparation and closing procedures

5.00 Assist with routine maintenance and cleaning tasks as required

5.01 Assist with loading/unloading of supplies and materials

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Good organizational skills, with the ability to multi-task
* 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