|  |  |
| --- | --- |
| **Title of Position** | Leave the Pack Behind – Program & Project Assistant |
| **Department** | Health Services |

**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

4.02 Attend and participate in meetings as required

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
* Enrolled in a related program of study
* 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