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| **Title of Position** | Project Assistant  |
| **Department** | Centre for Sustainable Municipalities (CSM) |

**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)

1.08 Collect, compile, record and/or consolidate data/information (i.e. statistical purposes)

4.02 Attend and participate in meetings as required

4.11 Provide tutorial assistance to student peers; explaining instructions and procedures and referring to staff/faculty as appropriate.

**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
* Experience presenting and/or speaking in front of small or large groups