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| **Title of Position** | Sustainable Campus Assistant |
| **Department** | Sustainable Campus (Brealey)  |

**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

2.03 Assist with developing print content such as posters, brochures and other marketing related materials

2.10 Assist with the basic setup and teardown of college events/activities

4.05 Conduct basic research

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Prior experience in a customer service environment
* Good proficiency with Microsoft Office Suite (Word, Excel, Visio, PowerPoint)
* Proficient knowledge and experience with a variety of social media platforms
* 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
* Familiarity with video & photo equipment & technologies