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| **Title of Position** | Sustainable Campus Student – Students for Sustainability – Emerging Leaders for Biodiversity |
| **Department** | Sustainable Campus (Frost)  |

**Primary Job Duties**

**Inventory No. / Job Task Details**

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

4.00 Assist with project related work as required

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

4.05 Conduct basic research

10.00 Other duties as required

**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
* 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
* Ability to lift and move items that can weigh up to 30lbs