|  |  |
| --- | --- |
| **Title of Position** | Student Programming and Services Worker |
| **Department** | Student Experience |

**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)

1.06 Assist with scheduling of meetings, special events and general office activities

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

1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources

2.00 Contribute to the creation of visual and written content for digital media (blogs, social channels such as Facebook, Twitter, Instagram, LinkedIn)

2.02 Working with the College community, assist with the promotion of student and/or employee initiatives and/or awareness campaigns

2.04 Distribute various information around the College

2.08 Participate in promotional activities

2.10 Assist with the basic preparation and implementation of college events/activities

4.00 Assist with project related work as required

4.01 Participate in orientation, training and workshop sessions as required

4.02 Attend and participate in meetings as required

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

4.05 Conduct basic research

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Knowledge of general office procedures
* Prior experience in a customer service environment
* Good proficiency with Microsoft Office Suite (Word, Excel, Visio, PowerPoint)
* Good organizational skills, with the ability to multi-task
* Ability to use common office equipment such as photocopiers, fax machines, etc.
* 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