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| **Title of Position** | Ambassador for International Student Services & Frost Student Association |
| **Department** | Student Services |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.01 Provide general reception/help desk assistance (answer phones, respond to emails, greet visitors)

1.03 Prepare and/or complete basic documents, reports and/or presentations using Microsoft Office

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)

2.06 Assist with preparation, marketing, and implementation of events

4.00 Assist with project related work as required

4.01 Participate in applicable orientation and training sessions as required

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

4.13 Act as a Liaison between reporting departments

4.14 Attend Student Association Board Meetings and act as student representative for department

10.00 Other duties as required

**Qualifications**

* Current international student of Fleming College – Frost Campus
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Knowledge of general office procedures
* Good proficiency with Microsoft Office Suite
* Proficient knowledge and experience with a variety of social media platforms
* Good organizational skills, with the ability to multi-task
* Ability to use common office equipment
* 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