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| **Title of Position** | International Digital Ambassador |
| **Department** | International Education |

**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 (Excel, Word, Powerpoint, Visio)

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)

2.05 Assist with coordination and deliver of campus tours

2.06 Assist with preparation and loading of materials for marketing events and tradeshows

4.01 Participate in applicable orientation and training sessions as required

10.00 Other duties as required

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Knowledge of general office procedures
* 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 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
* Ability to lift and move items that can weigh up to 30lbs