
Title of Position	Student Wellness Ambassador
Department	Health Services

Primary Job Duties

Inventory No. / Job Task Details

- 4.00 Assist with project related work as required
- 1.06 Assist with scheduling of meetings, special events and general office activities
- 1.03 Prepare and/or complete basic documents, reports and/or presentations using Microsoft Office (Excel, Word, PowerPoint, Visio)
- 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 and loading of materials for events and tradeshow
- 2.10 Assist with the basic setup and teardown of college events/activities
- 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
- 4.05 Conduct basic research

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
- 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
- Ability to work with and maintain confidential records
- Good organizational skills, with the ability to multi-task
- Ability to use common office equipment such as photocopies, 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