

 Student - <INSERT POSITION TITLE>

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| --- | --- | --- | --- |
| **Type of Position** | Student | **Job ID** |  |
| **Department** |  <INSERT> | **Full/Part Time** |  <Full Time OR Part Time> |
| **Campus** | <INSERT> | **Regular/Temporary** | Temporary |
| **Location Date Posted Date Closed** | \_\_\_\_\_\_\_\_\_, Ontario DD-MM-YYYYDD-MM-YYYY |  **Hours per Week****Salary Range** | <INSERT HOURS>$16.55 per hour |

# What Are We About?

Fleming is located in the heart of the Kawartha Lakes Region in Central Ontario…a beautiful place to live and work, surrounded by natural beauty and a mere 90 minutes north-east of Toronto. The College’s 6,800 full-time and 10,000 part-time students, including hundreds of international students from countries around the world, attend at campus locations in Peterborough, Lindsay, Haliburton and Cobourg. Fleming offers more than 100 full- time programs in Environmental and Natural Resource Sciences, Fine Arts, General Arts and Science, Technology, Skilled Trades, Community Development, Health, Business, and Justice as well as other Continuing Education courses.

We are also extremely proud of our more than 85,000 Fleming alumni who are contributing to their communities in the region, across the province and around the world.

# What This Position is About:

Student opportunities are an excellent way to engage and enhance the student experience at Fleming College. Student opportunities will work hand-in-hand with a variety of organizational stakeholders to support overall College operations. The Student will have the opportunity to get involved with a multitude of tasks that will contribute to their professional career development.

We are seeking a <STUDENT POSITION TITLE> to join our department starting in <MONTH YEAR>:

 As a Student <STUDENT POSITION TITLE> you will be responsible for:

* INSERT DUTIES FROM JOB DESCRIPTION
* INSERT DUTIES FROM JOB DESCRIPTION
* INSERT DUTIES FROM JOB DESCRIPTION

For more details on Student Jobs please review the list of position descriptions [here](https://department.flemingcollege.ca/hr/attachment/15163/view)

*Please Note: All Student positions are available pending funding eligibility and approval of the final selected candidate.*

**What We Are Looking For:**

As our ideal candidate, you are currently enrolled as a student at Fleming College and have a passion for pursing opportunities in your field of study. You are a great team player who has an open and inclusive mindset. The ideal candidate will communicate effectively verbally and in writing. Strong problem solving skills and the ability to troubleshoot independently for solutions for great assets for our ideal candidate. You are able to take direction, collaborate with team members and seek advice from the Manager/Supervisor as required. The ideal candidate has computer and technological proficiencies including Microsoft Office suite and social media.

# How to Apply

Students are required to include their completed [funding application form](https://department.flemingcollege.ca/hr/attachment/15132/view) along with their resume and cover letter in their application.

Internal Candidates can apply by going here: My Self Service > Recruiting > Careers or My Campus > Career Opportunities

External candidates can apply by visiting our website: [http://www.FlemingCollege.ca/Careers](http://www.flemingcollege.ca/Careers).

# Equity, Diversity & Inclusion

Fleming College is committed to building diverse, equitable, inclusive, and accessible learning and working environments. We welcome those who would contribute to the further diversification of our Staff, our Faculty and our Administration including, but not limited to, women, racialized persons, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity to apply.

We believe in and promote the rights of all persons with disabilities and commit to ensuring accommodations available throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform our Human Resources staff of the nature of any accommodation(s) that you may require to ensure your equal participation. To obtain a copy of this document in another format please e-mail HR@flemingcollege.ca.