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

**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, +Canvas)

1.08 Collect, compile, record and/or consolidate data/information (ie. statistical purposes) regarding international students

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

1.11 Prepare and print mailing lists

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

2.01 Attend college and/or employee functions to generate social media content

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

2.05 Assist with coordination and deliver of campus tours

2.07 Catalogue, categorize and/or assemble information, photos and other materials for college initiatives

2.08 Participate in promotional activities

4.00 Assist with project related work as required

4.01 Participate in applicable orientation and training sessions as required

4.05 Conduct basic research

4.08 Assist with attracting and recruiting international student volunteers for digital content creation purposes.

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