**Title of Position:**  Haliburton School of Art + Design Student Support Assistant

**Division/Department** Student Services

**Job Duties**

* Assist with educational, social, First Generation, and diversity events ran by the Student Support Worker
* Plan and execute student recreational events
* Assist with marketing and assessment efforts (ex. creating promotional posters, brochures, student advising group etc.)
* Support Club Development
* Assist with promotion of Co-curricular Record (CCR)
* Support Orientation planning and events
* Support with clerical duties assigned by the FSA representative
* Other duties as required

**Qualifications**

* Enrolled in a program of study and attending scheduled classes
* Strong awareness of inclusivity. Able to promote respect for a range of diversity/human rights issues (i.e. culture, disability, gender, race, sexual orientation, etc.)
* Interest in event organization
* Exceptional interpersonal and communication skills
* Interest in helping other students
* Enjoy working with students and staff
* Works well in a team and independently
* Ability to exercise sound judgement
* Strong writing/ planning skills
* Respect for others’ beliefs, experiences and opinions is essential

**Additional Information (i.e. special equipment or travel)**