**Title of Position:**  Student Services – Special Projects Assistant

**Division/Department:**  Student Services

**Job Duties**

The purpose of this role is to support the AVP Students in research and information gathering, to inform potential, new student initiatives. The student in this role will draw on their own experiences as a

student to inform their research. One of the key projects will be to support the college in their assessment/evaluation efforts related to student services.

Working collaboratively with student service units to support division wide projects, this position will focus primarily on assessment and evaluation initiates.

**Key responsibilities will include:**

* gathering data and information from relevant partners
* conducting web and academic research
* assembling and categorizing facts and figures
* locating and compile information and format reports, graphs, tables, records and other sources of information
* preparing and processing information

**As a team member of student services, the position will also:**

* respond to various inquiries, sometimes requiring specialized knowledge of practices and processes
* distribute various information throughout the College
* assist in coordination of special projects, events, office activities and committee meetings
* use various software applications such as spreadsheets, relational databases, word processing to assemble, manipulate and/or format data and/or reports

This student will have the opportunity to further develop their research, collaboration and writing skills. They will also have the opportunity to work in a busy, diverse student service office, which will include an opportunity to participate in committee meetings. Finally, leadership and career development through mentoring with student services leaders will be provided as well as access to College professional development opportunities.

**Qualifications**

* 1 year postsecondary education
* excellent oral communication and interpersonal skills to provide effective customer service in the work unit and to deal with difficult clients
* strong research and writing skills
* ability to work in a variety of software including data entry and extraction, spreadsheet and database design and development
* ability to use common office equipment such as photocopies, fax machines, etc.
* excellent organizational skills to compile and maintain statistical information
* ability to exercise sound judgment in responding to inquiries and/or sensitive issues
* ability to work with and maintain confidential records
* ability to follow verbal and written instructions
* ability to communicate effectively and function as a team player good academic standing

**Additional Information ie special equipment or travel**