**Title of Position:**  Student Life Assistant

**Division/Department** Student Services

**Job Duties**

* Assist with educational, social, First Generation, and diversity events
* Conduct web research
* Locate and compile information and format reports, graphs, tables, records, and other sources or information and data management
* Assist with marketing and assessment efforts (ex. creating promotional posters, brochures, student advising group etc.)
* Assist with promotion of Co-curricular Record (CCR)
* Support Welcome Days and Orientation planning and events
* Support student leadership development initiatives
* Support with clerical duties
* Create and facilitate presentations
* Assist in preparing materials for Student Health 101
* Other duties as required

**Qualifications**

* Enrolled in a program of study and attending scheduled classes
* Competent working in a technology-based environment
* Demonstrated interest in and knowledge of a range of diversity/human rights issues (i.e. culture, disability, gender, race, sexual orientation, etc.)
* Experience working in a customer service environment
* Attentive to detail
* Interest in event organization
* Exceptional interpersonal and communication skills
* Interest in helping other students
* Enjoys presenting in front of small groups
* Works well in a team and independently
* Desktop publishing skills an asset
* Possess a thorough knowledge of Microsoft Office (including; Word, Excel, Powerpoint, and Publisher)
* Ability to exercise sound judgement
* Strong writing skills
* Respect for others’ beliefs, experiences and opinions is essential

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

Incumbent must commit to availability the following dates: July 10 – July 25 to support Welcome Days, and end of August, beginning of September to support Orientation