CAMPUS EMPLOYMENT
JOB POSTING

S U C C I

FOR MORE INFORMATION CONTACT
ADMINISTRATOR CAMPUS EMPLOYMENT
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JOB TITLE	**CAMPUS LIFE LEADER - KENORA**
DEPARTMENT	**Regional Campus - Kenora**
PROGRAM RELATED	**N/A**

QUALIFICATIONS

• Looking for positive, outgoing, and enthusiastic individual(s) who are energetic and want to work in a fun environment assisting with campus events.
• Good communication skills, able to work with minimal supervision, able to take direction from a variety of sources, but also able to work well within a team.
• Excellent organizational skills.
• Flexible work hours as required around the student's class schedule
• Willing to assist with on-campus events.
• Knowledge and use of Microsoft Office Suite (Word, Excel & Outlook) and poster making software.
• Must be a full-time student located at the regional campus

DUTIES

• Help students become familiar with the campus, student life, college email and blackboard.
• Meet monthly (virtually) with SUCCI reps to discuss initiatives, campaigns, and campus life activities, and to share student life or advocacy concerns with SUCCI in order to assist communications between the regional students and elected student leaders.
• Help to promote SUCCI services, events and activities to students, and encourage students to attend, participate or use the services available.
• Will be required to coordinate and facilitate on-campus and online events and programming as required.
• Assist staff to promote programs and services, including distribution of college materials, mailouts, and information packages, conducting tours for new and/or prospective students, assist with office duties if required, as well as other duties as assigned.
• Will liaise with SUCCI and Confederation College to share good news stories, concerns and issues of the students at the respective campus
• Work in compliance with the Occupational Health and Safety Act.
• Knowledge and use of Microsoft Office Suite (Word, Excel & Outlook) and poster making software.

VACANCIES	1	JOB START DATE	September 2024
PAY RATE	$17.20/hr	JOB END DATE	December 2024
DEADLINE TO APPLY	Open until filled		
HOURS	As scheduled to a maximum 120hrs per eligible semester		

HOW TO APPLY:

Complete the Campus Employment Application Package online, and ensure to attach your resume and class schedule. Upon hiring, all applicants must complete the Worker Health and Safety Awareness in 4 Steps training program, or provide proof of certificate from previous completion. VISIT succi.com/student-jobs