



Summer Student Employment Posting

Department	Continuing Education (CE)
Job Title	Student Outreach Assistant – Summer Youth Workshop – IMD
Vacancies	1
Pay Rate	\$17.20 per hour
Job Start Date	June 30, 2025
Job End Date	August 15, 2025
Program Related	Interactive Media Development
Deadline	March 2, 2025
Hours	35

The Student Outreach Assistant will work closely with instructors in the summer workshop programs and must be an enthusiastic individual, comfortable engaging and working with youth ages 10-15 years old. The student will work in the Continuing Education Department to practice and learn a variety of new skills, using current technology.

- Qualifications:**
- Must be a full-time post-secondary student at Confederation College in the 2024-2025 academic year (minimum – attending entire winter 2025 semester). Full-time is defined as having a minimum 60% course load, or 40% if you have a permanent disability.
 - Must be returning to Confederation College as a full-time post-secondary student in September 2025
 - Must be a Canadian citizen, permanent resident protected person, or an international student who is legally eligible to work in Canada.
 - If domestic, must be approved for OSAP, or complete the [needs score spreadsheet](#) to demonstrate a financial need
 - Must be a Canadian citizen, permanent resident protected person, or an international student who is legally eligible to work in Canada;
 - Student in the IMD program

- Duties:**
- Participate as a classroom assistant as required for summer workshops
 - Assist students in the summer workshop activities and follow safe practices as established
 - Prepare and distribute materials for set up of summer workshop weeks as required
 - Greet youth participants, track attendance and guide youth to workshops on campus
 - Enthusiastically engage with participants
 - Monitor participants daily during arrival, lunches and departures
 - Determine workshop games and activities in line with workshop experience
 - Develop rapport and trust with participants during weeks at workshop
 - Under the guidance of instructors and staff, assist with all functions related to the delivery of the workshops

- Report on any behaviour and discipline problems or other concerns to the CE staff and instructor
- Develop a summary paper outlining changes required or suggestions for future workshops as it pertains to your role
- Report to supervisor your overall experience and evaluation of the Career Samplers Program
- Help chef with food preparation, washing dishes and kitchen duties as assigned
- Complete health and safety training on the job as required

**Health & Safety
Considerations:**

- Working in the kitchen, food prep support, kitchen utensils
- Working both inside and outside in summer conditions
- Lifting, bending, squatting, walking distances
- Riding a bicycle
- Working with hand tools e.g. screwdriver, wrench