



Summer Student Employment Posting

Department	Marketing & Communications
Job Title	Student Event Aide
Vacancies	1
Pay Rate	\$17.20 per hour
Job Start Date	May 5, 2025
Job End Date	August 29, 2025
Program Related	
Deadline	March 2, 2025
Hours	35

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
- The individual must have strong organizational and time-management skills with attention to detail. Excellent verbal and written communication skills, with the ability to multitask and work effectively in a fast-paced environment. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), social media platforms, and other event related software.
- Experience in event planning, customer service, or administrative roles is an asset. Receive training from and assist College A/V support staff to aid with technical equipment needs for events.
- Ability to work flexible hours, including evenings and weekends.

Duties:

- The Student Events Aid will support the planning, coordination, and execution of both internal and external events at Confederation College.
- This role provides hands-on experience in event logistics, communications, and administrative support such as registration, internal workflows, nametags and agendas.
- Student Events Aid will provide onsite event support including greeting guests, troubleshooting issues and ensuring event flow.

Health & Safety Must be able to carry and lift event related equipment (tables, chairs, boxes of supplies). There may be long periods of standing during event times. Ability to work both indoor and outdoor for extended periods of time.