



Summer Student Employment Posting

Department	Dryden Campus
Job Title	1
Vacancies	Office/Program Assistant
Pay Rate	\$17.20 per hour
Job Start Date	May 5, 2025
Job End Date	August 29, 2025
Program Related Deadline	
Days	
Hours	As scheduled to a maximum of 35 hours

- 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;

- Duties:**
- Prepare and distribute materials.
 - Assist with application and registration inquiries.
 - Create files for upcoming programs.
 - Assist in the preparation of materials and plans for orientations.
 - Update bulletin boards.
 - Help with the preparation and delivery of programs and events.
 - Provide basic office support and services to students, staff and instructors including but not limited to photocopying, faxing, typing, answering phones, and filing.
 - Complete COVID Screening of students/staff at the Campus (if/as required)
 - Other duties as assigned.

- Health & Safety
Considerations:**
- Sitting for periods of time at a computer,
 - use of office supplies (including shredder, paper cutter etc.),
 - use of cleaning supplies,
 - some lifting/moving of boxes and other materials.