



Summer Student Employment Posting

Department	Registrar's Office
Job Title	Records Assistant
Vacancies	1
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:**
- Duties and Responsibilities:** Records Assistant
- The Records Assistant will be based in the Registrar's Office and will support the Hub, as well as records and registration services, with various tasks within the department. This role will involve assisting students, organizing and maintaining both physical and digital records, and ensuring accurate data entry in Banner (the student record system). Additionally, the student may help with other office projects as needed.
 - Key Responsibilities:
 - Assisting students with general inquiries
 - Organizing and maintaining physical and digital records
 - Entering data into Banner
 - Collecting and responding to incoming mail
 - Filing and retrieving documents
 - Supporting other administrative tasks within the department

Health & Safety Considerations: All student positions would be located in an office environment – in close proximity to other staff and with appropriate work supports.