



Summer Student Employment Posting

Department	Registrar's Office
Job Title	Recruitment 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:** Recruitment Assistant
- Working with the Recruitment department, this position will be located in the Registrar's Office and will support recruitment initiatives and events. The student employee will assist with general clerical tasks, data entry, and maintaining contact information in the CRM system. Additionally, they will provide support to the recruitment team based on their individual priorities. Duties include, but are not limited to, the following:
 - Assisting with recruitment events and initiatives
 - Entering and updating contact information in the CRM system
 - Providing general administrative support to the recruitment team
 - Responding to inquiries from prospective students

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