CAMPUS EMPLOYMENT
JOB POSTING

SUCCI

FOR MORE INFORMATION CONTACT
ADMINISTRATOR CAMPUS EMPLOYMENT
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JOB TITLE	**COMMUNICATIONS ASSISTANT**
DEPARTMENT	**Student Career Services**
PROGRAM RELATED	**N/A**

QUALIFICATIONS

- A positive attitude, strong interpersonal and time management skills and initiative to get the job done.
- Superior organizational and strong leadership skills needed to work in a fast-paced setting.
- Excellent reading, writing and verbal communication skills and the ability to understand and demonstrate the principles of confidentiality are required.
- Experience in Website development, blackboard and social media an asset.
- Access and apply specialized knowledge from technology field.
- Knowledge of Employment Standards an asset.
- Experience with Resume and Cover Letter creation.

DUTIES

- Assist with marketing Student Career Services and creating student access sites to job relevant information.
- Assist with development and updating of the Student Career Services website content, blackboard sites and promotions on and off campus.
- Data entry and creation of special documents.
- On occasion may be asked to perform other duties as assigned, such as special functions (i.e. Employer in the House, Co-op student presentations, career and job fairs, information sessions, etc.).
- Work in compliance with the Occupational Health & Safety Act.

VACANCIES	1	JOB START DATE	February 2025
PAY RATE	$17.20/hr	JOB END DATE	April 2025
DEADLINE TO APPLY	Open until filled		
HOURS	As scheduled to a max of 120hrs per eligible semester		

HOW TO APPLY:

Complete the Campus Employment Application Package online, and ensure to attach your resume and class schedule. Upon hiring, all applicants must complete the Worker Health and Safety Awareness in 4 Steps training program, or provide proof of certificate from previous completion. VISIT succi.com/student-jobs