
Student Information System Assistant

DEPARTMENT: Office of the Registrar - SIS team

CAMPUS: Kingston

JOB I.D.: KCS 042

NUMBER OF POSITIONS: One (1)

HOURS OF WORK: 10 hours a week for up to 10 weeks

POSTED: February 7, 2019

KEY DUTIES:

- The incumbent will assist with data clean up and maintenance of records within the College's Student Information System.
- They may also be required to work on special projects within the Registrar's Office such as Convocation.
- Assist the SIS team in the Registrar's Office with routine maintenance of records
- Manual, PC based, data entry, and student system maintenance will form the basis of daily assignments
- Various tasks as required
- On occasion may be asked to perform other duties as assigned, such as attending and helping with Convocation events

QUALIFICATIONS:

- Attention to detail
- Dependable and trustworthy
- Able to ensure confidentiality
- Energetic, accurate and thorough
- Knowledge of records systems an asset
- Computer literate

TERMS OF EMPLOYMENT:

- Student must demonstrate financial need by completing an Employment on Campus Assessment (ECA)
- Student must be enrolled and returning to St. Lawrence College in the fall of the corresponding year
- Student must be in good academic standing
- Student must sign a Confidentiality Statement
- Paid at a rate of \$14.84 per hour (including 6% vacation pay)
- BBA, Second Career and Apprenticeship students are not eligible to be funded by the Student Employment Program, but are still encouraged to apply as other funding options may be available

Closing Date: February 14, 2019

Application Info:

Go to: www.stlawrencecollege.ca - click "Work@SLC"- under "Jobs for Current Students," click "Current Jobs"
Please obtain and complete on a computer an Employment on Campus Assessment (ECA) form and the Application form

Drop Your Application off:

To Human Resources (Rm 01060) or to the **Student Employment Box** by Papa John's Pizza and the Student Employment Job Board