
Recruitment & Student Service Helper

Job ID: CCS-003
Campus: Cornwall
Hours: Up to 12 hrs/week

Number of Positions: One (1)
Department: Student Services
Number of Weeks: Up to 13 weeks

JOB DESCRIPTION

KEY DUTIES

- Conduct campus tours
- Maintain Job Postings bulletin board
- Mail out Career Guides & various other packages
- Reply to general e-mail inquiries and phone messages
- Assist with major mail-outs and other marketing efforts
- Compile statistical reports
- Assist with Student Cards

SKILLS REQUIRED

- Demonstrated ability to work well with the general public
- Effective public speaking, written & verbal communication skills
- Knowledge of MS Word, Excel and e-mail systems
- Ability to multi-task
- Self-motivated, and willing to take initiative on work tasks
- Excellent interpersonal skills (written and verbal communication)
- General knowledge of St Lawrence College and the Kingston Campus
- Reliable and able to work independently
- Understanding of, and ability to demonstrate, the principles of confidentiality

TERMS OF EMPLOYMENT

- Rate of pay: \$15.06 / hour (including 6% vacation pay).
- This position falls under the provisions of Student Employees in the Part-time Support Staff Collective Agreement and is subject to union dues.
- **The student must be currently enrolled at St. Lawrence College.**
- The student must demonstrate a financial need by filling out the Employment On-Campus Assessment Form, be in good academic standing and sign a confidentiality statement.
- *BBA, Second Career and Apprenticeship students are not eligible for funding by the Student Employment On-Campus Program. They are still encouraged to apply, as additional funding options may be available.*

Posted Date: October 10, 2019

Closing Date: October 20, 2019

Apply Online:

Go to: www.stlawrencecollege.ca → "Work at SLC" → "Jobs for Current Students" → "How to Apply"

Apply on Campus

Brockville & Cornwall: Drop off your cover letter & resume to Student Services in an envelope addressed "C/O Student Employment On-Campus" and a clearly indicated JOB ID.

Please ensure you complete the Employment On-Campus Assessment Form.