

DALHOUSIE UNIVERSITY

JOB DESCRIPTION

Position Title:	Student Assistant
Department/Location:	College of Sustainability, 1401 Mona Campbell Building
Posting Date:	Thursday, July 12, 2018
Application Deadline:	Monday, August 6, 2018
Start Date:	First week of September (last week of August if available)
Pay Rate:	15.00 per hour, 10-20 hours per week, depending on workload

JOB DESCRIPTION

1. Assist in the general operations of the College

- Work at reception desk, lunch coverage
- Answer general questions about the program and department
- Respond to e-mails when applicable
- Give direction to students, staff, faculty, and guests with inquiries
- Assist with College events (Orientation Event, TA Appreciation Lunch, etc.)
- Assist with ESS Thursday Evening Lecture Series
 - a) Guest lecturer itinerary and welcome package
 - b) Thank-you letters
 - c) Coordination of pre-lecture dinner
 - d) Preparation of financial forms, waivers, etc. for guest lecturers
- Filing
- Transcribe meeting recordings
- Inventory management
- Maintain Alumni database, FileMaker experience would be an asset.

2. Undertake special projects as required and perform related duties as needed

REQUIREMENTS OF POSITION

Successful applicants must be a current student of Dalhousie University and must have knowledge of the ESS program. Preference will be given to ESS students. Must be reliable, energetic, and enthusiastic, excellent organizational skills, proficiency in writing, and comfortable with Microsoft suite of products. Must have availability during regular business hours, Monday-Friday – 8:30-4:30.

IF YOU ARE INTERESTED IN THE ABOVE POSITION, PLEASE APPLY IN WRITING BY THE APPLICATION DEADLINE. Applications must include a cover letter and a résumé with contact information for two references. Applications should be sent by email to:

Sherry Elliott
Manager F&A
College of Sustainability
Dalhousie University
sustprog@dal.ca

All offers of employment are conditional upon sufficient student enrolment in the course and approval by the University. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community.