

## Campus Employment Service Job Posting

Job Title	Kenora Ambassador
Department	Area Campus - Kenora
Vacancies	1
Pay Rate	\$14.00
Date Received	1/4/2019
Job Start Date	ASAP
Job End Date	April 18, 2019
Program Related	No
Deadline	Open until Filled
Days	As scheduled
Hours	As scheduled to a max 90 hrs per eligible semester

Complete the Employment & Funding Applications, attach your resume and class schedule and return all forms to SUCCI. Upon hiring all applicants must provide proof of certification from The Occupational Health & Safety Worker Training.

Qualifications	Great communication skills and positive attitude. Good knowledge of college programs and services. Excellent organizational skills. Knowledge and use of Microsoft Office Suite ( Word, Power Point, Excel & Outlook).
Duties	Assist/liaison with staff to promote college programs, including distribution of college materials, mail outs, information packages, conducting tours for new and/or prospective students, track & organize data, assist with reception duties if required, as well as other duties as assigned. Work in compliance with the Occupational Health and Safety Act.