

Marketing and Recruitment Aide

Position Details

Position Information

Position Title Marketing and Recruitment Aide

Posting Type Temporary

End Date (if applicable) 08/30/2024

Classification Title App G Student

Pay Band 1

Min Salary \$16.55

Max Salary \$16.55

Position Summary Duties and responsibilities will include:

- Assisting Marketing & Recruitment staff in promoting Confederation College programs to prospective students and applicants.
- Assisting in the development of digital content to be used for the promotion of programs and in the recruitment of future students; this could include videos for social media, photos, video and written content highlighting the programs, services and amenities offered at the College.
- Help with student tours as needed.

Location/Campus Thunder Bay Campus

Education

Minimum level of formal education required for the position Partial Secondary School Completion

Specific course(s), certification, qualification, formal training or accreditation required for the position

Additional Requirements

- Must be a dependable individual who is confident and has great oral and written communication skills along with a positive attitude
- Good working knowledge of the College, its programs and services
- Knowledge of basic digital marketing fundamentals and familiarity with social platforms ie: tiktok, Facebook, Instagram
- The person must be detail-oriented and have the willingness to learn and work with our database while having excellent organizational and time management skills
- The individual will work well independently taking initiative but also work well in a team environment. Knowledge and use of Microsoft Office Suite (Word, Excel and Outlook) is requested
- Upon hiring you must complete the Occupational Health & Safety Worker Training and produce a copy of the certificate for our files.

Field(s) of Study

- Must be a full-time post-secondary student at Confederation College in the 2023-24 academic year (minimum – attending entire winter 2024 semester). *Full-time is defined as having a minimum 60% course load, or 40% if you have a permanent disability;
- Must be returning to Confederation College as a full-time post-secondary student in September 2024 and have submitted a confirmation of enrolment form to the Financial Aid department;
- Must demonstrate financial need which is determined by submitting a financial needs form to the Financial Aid department;
- Must be a Canadian citizen, permanent resident, protected person or an International Student of Confederation College who is legally eligible to work in Canada;
- Preference will be given to students in Marketing, Human Resources or General Business in the 2023-24 academic year

Experience

Typical number of years of experience, in addition to the necessary education level, required to perform the responsibilities of the position

Less than one (1) year

Type of Experience

Posting Detail Information

Posting Number SU-P-24-82P

Close Date 03/10/2024

Reference Collection Settings

Reference Collection Settings

Minimum Requests 0

Maximum Requests

Reference Related Instructions

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Please indicate if you are enrolled as an international or domestic student.
 - o international student

- domestic student
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Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter (Address to Human Resources)

Optional Documents

None