

# Recruitment Ambassador

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## Position Details

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### Position Information

<b>Position Title</b>	Recruitment Ambassador
<b>Posting Type</b>	Temporary
<b>End Date (if applicable)</b>	08/30/2024
<b>Classification Title</b>	App G Student
<b>Pay Band</b>	1
<b>Min Salary</b>	\$16.55
<b>Max Salary</b>	\$16.55

### Position Summary

Duties and responsibilities include:

- Distribution of College materials to high schools and agencies, the viewbook mail out to all Ontario high schools,
- Preparing information packages for all local and regional guidance counsellors.
- Assisting recruitment staff to promote Confederation College programs to prospective students and applicants.
- Conduct tours for new and/or prospective students showcasing the facilities and support services the College offers.
- Maintain the Campus Nexus database including adding in new prospects and responding to prospect inquiries.
- Assist with events the College will be hosting such as: school tours, College Bound, convocation, SCWI events, etc.
- Assist with reception duties if required, as well as other duties as assigned.

**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

- dependable individual who is confident
- great oral and written communication skills
- positive attitude
- good working knowledge of the College, its programs and services
- detail oriented with a willingness to learn and work with the database
- excellent organizational and time management skills
- ability to work independently and in a team environment
- knowledge of Microsoft Office Suite (word, excel, outlook)

**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 who is legally eligible to work in Canada;
- Can be a student in any College program 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**

**Type of Experience**

**Posting Detail Information**

<b>Posting Number</b>	SU-P-24-87P
<b>Close Date</b>	03/10/2024

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**Reference Collection Settings**

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**Reference Collection Settings**

**Minimum Requests** 0

**Maximum Requests**

**Reference Related Instructions**

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**Supplemental Questions**

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Required fields are indicated with an asterisk (\*).

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

## Documents Needed to Apply

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### Required Documents

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

### Optional Documents

None