

Student Outreach Assistant

Position Details

Position Information

Position Title	Student Outreach Assistant
Posting Type	Temporary
End Date (if applicable)	08/23/2024
Classification Title	App G Student
Pay Band	1
Min Salary	\$16.55
Max Salary	\$16.55

Position Summary

The Student Outreach Assistant is comfortable working with computers, creating content, and archiving files. The student will work closely with faculty in the summer camp programs and must be an enthusiastic individual, comfortable engaging with 9 to 17 year olds. The student will work in close alignment with Continuing Education and Distance Education to practice and learn a variety of new skills, using current technology. Specific duties will include, but are not limited to:

- Participate as a classroom assistant as required for summer courses
- Entering data into the Banner system
- Assist students in the culinary labs and follow safe practices as established for this lab
- Prepare and distribute materials, for set up of summer courses as required
- Greet clients/participants and track attendance as required
- Enthusiastically engage with participants between ages 9 to 17.
- Monitor participants daily during arrivals, lunches and departures as required
- Determine camp games and activities in line with camp experience
- Develop rapport and trust with participants during weeks at camp
- Under the guidance of faculty and staff, assist with all functions related to the delivery of camp
- Report any discipline problems or other concerns to the CE/DE office and faculty
- Develop a summary paper outlining changes required or suggestions for future camps as it pertains to your role
- Report to supervisor your overall experience and evaluation of Career Samplers Program
- Helps chef with food preparation, washing dishes and kitchen duties as assigned
- Complete health and safety training on the job as required

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

- Criminal reference check with vulnerable sector screening required prior to camp start in July
- Excellent communication skills
- Ability to positively interact with a varied client group in a consistent, confident, and friendly manner is essential.
- Proven accurate data entry skills and a demonstrated ability to handle systems operations (computer literacy)
- Strong organizational skills required to handle numerous tasks simultaneously
- Must be detail-oriented and have the ability to work quickly and accurately making the best possible use of the workday
- Ability to function effectively and cooperatively in a team environment
- Knowledge of Banner student system a definite asset
- Experience working with youth/families
- Good leadership skills
- Self-starter and able to work with minimal supervision
- Some kitchen skills an asset
- Social Media & Multimedia skills and asset

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 2023 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;
- 1 Student in Multimedia, 2 students in Social Service Worker, or Recreation Therapy

Available Positions

- 1 MultiMedia student from **July 8, 2024 - August 2, 2024**
- 2 Social Service Worker or Recreation Therapy Students from **June 24, 2024 - August 23, 2024**

Posting Number

SU-P-24-102P

Close Date

03/10/2024

Special Instructions to Applicant

Contract Duration:
 Rec Therapy/ Social Service Worker students: June 24 – August 23.
 Multimedia student: July 8 – August 2.

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
 - o domestic student
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Documents Needed to Apply

Required Documents

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

Optional Documents

None