



# CAMPUS EMPLOYMENT JOB POSTING

FOR MORE INFORMATION CONTACT  
ADMINISTRATOR CAMPUS EMPLOYMENT  
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**JOB TITLE**                      **STUDENT SUPPORT SERVICES ASSISTANT**  
**DEPARTMENT**                **STUDENT SUCCESS**  
**PROGRAM RELATED**   **N/A**

## General Description:

We are looking for a dynamic student for Student Services who can customize resources for student success teams, update web and print materials, and collaborate with the college's marketing/communications team. The ideal candidate will be passionate about creating engaging content to promote Student Support Services, with a strong focus on accessibility.

## Qualifications:

We are seeking a motivated individual with a creative mindset to customize resources for student success teams which may include highlighting changes to the web page and print materials, in alignment with the college's marketing/communications team. The ideal candidate should be enthusiastic about creating engaging content to promote Student Support Services. Strong communication skills are essential, along with the ability to collaborate effectively with the marketing team and other stakeholders. An understanding of student success initiatives and a willingness to learn and adapt in a fast-paced environment are highly valued.

## Duties:

- Research and develop resources for student support services, specifically accessibility, working alongside support staff.
- Customize/update resources for student success teams in collaboration with support staff
- Collaborate with the college's marketing/communications team to ensure alignment with broader initiatives
- Create ads to be used on internal boards using pictures and testimonies
- Update and maintain a resource area for student supports

VACANCIES	1	JOB START DATE	MAY 2024
PAY RATE	\$16.55/hr	JOB END DATE	AUGUST 2024
DEADLINE TO APPLY	open until filled		
HOURS	As scheduled to a maximum 120hrs per eligible semester		

## HOW TO APPLY:

*Complete the Campus Employment Application Package online, and ensure to attach your resume and class schedule. Upon hiring, all applicants must complete the Worker Health and Safety Awareness in 4 Steps training program, or provide proof of certificate from previous completion. VISIT [succicom/student-jobs](http://succicom/student-jobs)*