

## Campus Employment Service Job Posting

Department	Recruitment (Strategic Enrolment Management)
Job Title	Student Ambassador
Vacancies	1
Pay Rate	\$14.56
Job Start Date	September 2021
Job End Date	April 22, 2022
Program Related	No
Deadline	Open until filled
Days	Monday to Friday
Hours	As scheduled to a max 110 hrs per eligible semester

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. All students are also required to complete the COVID-19 Return to Campus Training.

**Qualifications** You must be eligible for funding for this position. Must be a dependable individual who is confident and has great communication skills and positive attitude. Good working knowledge of the College, it's programs and services. 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 & Outlook) is requested.

**Duties** Assist recruitment staff to promote College programs, including distribution of college materials, mail outs, information packages. Conducting tours for new and/or prospective students and responding to prospective student inquiries when required, as well as other duties as assigned. Work in compliance with the Occupational Health and Safety Act

*With the ongoing COVID-19 pandemic, Confederation College will continue to take direction from Ontario's Chief Medical Officer of Health as well as our federal, provincial and local health authorities. The health and safety of our students, employees and entire College community remains our priority. As such, the successful candidate will need to complete the mandatory COVID related training provided by the College, as well as follow specific guidelines as outlined by supervisors in your department.*