

## Campus Employment Service Job Posting

Department	Workforce Development
Job Title	Communications Assistant
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 as scheduled
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** A positive attitude, strong interpersonal and time management skills and initiative to get the job done. Superior organizational and strong leadership skills needed to work in a fast-paced setting. Excellent reading, writing and verbal communication skills and the ability to understand and demonstrate the principles of confidentiality are required. Experience in Website development, blackboard and social media an asset. Access and apply specialized knowledge from technology field. Knowledge of Employment Standards an asset. Experience with Resume and Cover Letter creation.

**Duties** Assist with marketing Co-op & Work Placement Services and creating student access sites to job relevant information. Assist with development and updating of the CWPS website content, blackboard sites and promotions on and off campus. Data entry and creation of special documents. On occasion may be asked to perform other duties as assigned, such as special functions (i.e. Employer in the House, Co-op student presentations, career and job fairs, information sessions, etc.) Work in compliance with the Occupational Health & 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.*