Position Title:
Department: *Which area of your organization will the student work for*
Number of positions open:
Anticipated Start Date:
End Date: *(If applicable)*
Hours of work per week: *part-time, full-time, number of hours*
Pay Rate: *It's a job-seekers market out there! Competitive pay rates will get you more suitable applicants. People are more likely to apply for a job with a transparent pay rate on the job ad.*
Remote, in-person, or hybrid: *Important to set expectations about remote work nowadays.*

Position summary description:

Summarize the reason for needing this position, who the student will be working with and reporting to, the ultimate goal expected of this role, challenges of the position, and benefits of working at your organization. For student positions it is important to clarify that there will be training and mentorship involved, as many do not have a lot of formal work experience and would like reassurance that they can learn as they go.

Responsibilities, tasks, and projects: *Bullet point lists work well to quickly grab candidates' attention. To help write this section, make a list of all tasks and work you hope this employee completes and summarize below.*

- *Communication:*
- *Design:*
- *Organization:*
- *Planning:*
- *Event coordination:*
- *Taking minutes:*
- *General office work:*
- *Customer service:*
- *Research:*
- *Create:*

Candidate requirements: *What personal skills do you want the student to have? Which technical knowledge is necessary for the role? What level of education do you prefer? What is an absolute requirement vs an asset for the role?*

- *Education: It can be a required number of years of post-secondary education, or specific courses/a specific program of study.*
- *'Soft' skills:*
- *Technical knowledge:*
- *Assets: What would be nice but not required for the student to know/have?*

How to apply:

- **Method of application**: *Do you use a platform to gather applications, or is an email to you directly preferred?*
- **Documents required**: *Typical documents required include: cover letter, resume, answering a specific question, portfolios, or LinkedIn profile links.*
- **Address application to**: *Who is the person in charge of hiring?*
- **Deadline to submit application**: *Without a deadline, students may apply a month after seeing a position or never at all. This also sets the expectation of when they can expect to hear back with a hiring decision.*

Position Title: International Projects Assistant
Department: Experiential Learning and International Office
Number of positions open: 1
Anticipated Start Date: May 16th, 2022
End Date: September 6th, 2022
Hours of work per week: 35 hours/week
Pay Rate: $15.50/hour

Position summary description:

The Assistant will help the International Student Coordinator and Office of Experiential Learning in further developing and implementing outbound mobility orientation programming and other wrap around supports with a focus on equity, diversity, and inclusion. The Assistant will work on preparing travel preparation handouts, workshops, and other resources to make sure students going abroad feel supported and ready.

Responsibilities, tasks, and projects:

- Research, gather and analyse information, make recommendations for improved services for students going abroad
- Prepare resources for students going on international experiences
- Develop pre-experience workshops and post-experience workshops
- Plan orientation activities to promote travel abroad during welcome week
- Design and create content for social media promotion of our international program
- Recruit student ambassadors and volunteer champions of our program
- Respond to email inquiries
- Organize files from previous semesters

Candidate requirements:

- Creative thinker, with motivation to bring new ideas to the table
- Effective oral and written communication skills
- Ability to work collaboratively and build relationships with both internal and external partners
- Strong leadership skills, able to recruit and manage volunteers
- Digital literacy: experience using, Zoom, Teams, Moodle, Canva, and Microsoft Office.
- Social media savvy (Instagram and Facebook), training will be provided where necessary
- Able to communicate with students from different cultures and backgrounds, and to perform duties requiring tact, sensitivity, and cultural awareness
- A minimum of one year of studies completed at STU

How to apply:

- **Method of application**: Please apply using our career platform <LINK HERE>
- **Documents required**: Cover letter indicating your interest in this position and an up-to-date resume describing your work and volunteer experiences.
- **Address application to**: Clara Santacruz, Manager of Experiential Learning
- **Deadline to submit application**: Sunday, April 24th, 2022 by midnight.

Position Title: Student Administrative Assistant
Department: Student Services
Number of positions open: 1
Anticipated Start Date: May 16th, 2022
End Date: September 6th, 2022
Hours of work per week: 20 hours/week (Part-time)
Pay Rate: $13.75/hour

Position summary description:

The administrative assistant is responsible for the overall administration of the reception desk and administrative duties of our Student Services office. The hired student will be responsible for providing impeccable customer service by answering the phone and responding to email inquiries from students, parents, and other staff members. They will schedule meetings, circulate meeting minutes, share office updates from the Director, and overall collaborate with the Student Services office to create a welcoming environment.

Responsibilities, tasks, and projects:

- Greeting people that enter the office and offer refreshments
- Answer phone calls and gather information to provide callers with answers
- Scheduling bi-weekly team meetings using Microsoft Teams
- Organize student files and keep an organization system for new files
- Write minutes during team meetings and circulate among the team afterwards
- Upload resources to the shared online drive
- Respond to email inquiries
- Set team members and new students with the technology they need to succeed: do Microsoft Office tours, set them with our printers, wifi set-up and database overview

Candidate requirements:

- Ability to communicate verbally and in written form in a clear way
- An interest in helping people and being a positive influence in the team
- Excellent organizational skills
- Basic knowledge of the entire Microsoft Suite is required, training will be provided to become an expert
- Bilingualism is an asset in this role, but not required
- Having taken courses in the Human Resources program is an asset, but not required

How to apply:

- **Method of application**: Please email your application to <email address>
- **Documents required**: Cover letter and resume
- **Address application to**:
- **Deadline to submit application**: Sunday, April 24th, 2022 by midnight.