



## Job Description

### College Assistantship: Recruitment Assistant

**Number of Students Needed:** 1

**Supervisor:** You are accountable to the Manager of Recruitment and Admissions

#### **Responsibilities:**

1. Attend various events to help represent and promote the College when needed.
2. Assist with campus visits for prospective students.
3. Assist with creating and posting recruitment social media and blog posts.
4. Support the Manager of Recruitment and Admissions with various administrative tasks and responsibilities.

You will be required to record your time on a weekly time sheet, which will need to be submitted at the end of each term to your Supervisor.

**Schedule:** Your responsibilities begin the first day of term and conclude on the last day of exams except for stated holidays.

The College is closed on the following statutory dates except for intensive-week classes as scheduled:

- Thanksgiving Day (October 8, 2018)
- Remembrance Day (observed November 12, 2018)
- New Year's Day (January 1, 2019)
- Nova Scotia Heritage Day (February 18, 2019)

Generally, you are required to work an average of **5-6 hours per week** throughout the fall semester (September 4, 2018, to December 14, 2018) and winter semester (January 7, 2019, to April 12, 2019).

Your schedule includes the intensive-week classes throughout the academic year:

- Fall Intensive Week (November 12-16, 2018)
- Winter Intensive Week (February 18-22, 2019)

You may also be asked to work Orientation Week (September 4-7, 2018) and Commissioning and Convocation (May 10 & 12, 2019).

The work commitment for this position will require some flexibility by the student as the work will be assigned based on the needs of the Recruitment Office.

**If you are unable to report to work due to illness or a family emergency, you are responsible to find a replacement and inform your supervisor immediately.**

**Remuneration:** A College Assistantship is granted for the academic year and is paid in the amount of \$1,650.

**I understand and agree to fulfill the responsibilities of this position.**

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Supervisor: \_\_\_\_\_