ACADIA
DIVINITY COLLEGE

College Assistantship: Events Assistant Fall Term 2026

Number of Students Needed: 1

Supervisor: You are accountable to the Coordinator of Hospitality.

Key Responsibilities:

Under the direction of your supervisor, you will perform the following duties:

1. **Wednesday Community Lunch**

   Each Wednesday morning, or earlier if needed:
   - Ensure dessert has been purchased or is otherwise available for Community Lunch.
   - Check the Faculty and Staff Lounge to ensure there is an adequate supply of milk, cream, butter, tea bags, and sugar.
   - If supplies are running low, inform your supervisor. You may occasionally be asked to purchase supplies using petty cash provided by the Coordinator of Hospitality.

   Chapel is held on Wednesdays at **11:30 am** during the term, followed by Community Lunch at **12:30 pm**.

   Before Chapel and Community Lunch, as appropriate:
   - Set up a table between Offices 214 and 215 with necessary supplies, including coffee mugs for guests.
   - Prepare coffee and tea.
   - Portion the dessert into individual servings.
   - Use the wheeled cart located in the Faculty and Staff Lounge to transport the coffee, food, and other supplies to the Student Lounge via the Lift.
   - Set out dishes and silverware as needed.
   - Set up the Community Lunch float, donation sign, and the Moneris machine on the table.
   - When soup is being served, set out rolls and butter.

- Be available to receive food deliveries from caterers. Unless the meal is catered by Chartwells, arrange the food and any necessary supplies on the tables outside the Student Lounge.
- If delivery is unavailable, assist with picking up the food order.

After Community Lunch:

- Clean and clean all serving tables and wipe down tables in the Langley Room.
- Place leftover food in containers and store it in the Student Lounge refrigerator.
- Load dishes into the dishwasher; run a cycle if the dishwasher is full.
- Ensure the kitchens in both the Faculty and Staff Lounge and Student Lounge are left clean and tidy.

2. Thursday Coffee Time with Students

Each Wednesday afternoon:

- Ensure cookies or squares are available.
- Check the Faculty and Staff Lounge to ensure there is an adequate supply of milk, cream, tea bags, and sugar.
- If supplies are running low, inform your supervisor. You may occasionally be asked to purchase supplies using petty cash provided by the Coordinator of Hospitality.

On Thursday, before Coffee Time:

- Prepare two urns of coffee and one urn of tea shortly before Coffee Time.
- Use the wheeled cart located in the Faculty and Staff Lounge to transport the coffee, food, and other supplies to the Student Lounge via the Lift.
- Set out the food and beverages in the kitchen area of the Student Lounge.

After Coffee Time:

- Clean the serving tables.
- Place leftover food in containers and store it in the Student Lounge refrigerator.
- Load dishes into the dishwasher; run a cycle if the dishwasher is full.
- Ensure the kitchens in both the Faculty and Staff Lounge and Student Lounge are left clean and tidy.

3. Other Events

Provide support for other catered events as requested.

Reporting:

You are required to record your time on a weekly timesheet and submit it to your supervisor.

Schedule:

Generally, you are required to work an average of **5-6 hours per week** throughout the fall term, **up to a maximum of 66 hours for the fall term**.

The position requires some flexibility, as work will be assigned according to the needs of the Events Team.

Your supervisor will prioritize responsibilities as needed to ensure that the work remains within the hours allotted to the College Assistantship.

Your responsibilities begin the first day of term and conclude on the last day of term, **September 14, 2026, through December 11, 2026, inclusive**. Work *may* also be assigned during Reading Week: between October 13, 2026, and October 16, 2026, inclusive.

For specific dates, visit https://acadiadiv.ca/academic-calendar/#dates

If you are unable to report to work due to illness or a family emergency, you are responsible for informing your supervisor immediately and arranging for an approved replacement when your assigned responsibilities require coverage. Any replacement must be selected from the approved list of students who have received a College Assistantship bursary.

Remuneration:

A College Assistantship is granted for the fall term and provides remuneration of **$1,200, inclusive of vacation pay**.

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

Date: _____

Student: _____

Supervisor: _____