ACADIA
DIVINITY COLLEGE

College Assistantship: Student Services Support

Number of Students Needed: 1

Supervisor: You are accountable to the Director of Student Services.

Key Responsibilities:

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

1. Organize and update the Student Photo Board.
2. Help organize student events.
3. Occasionally mail packages to students, including welcome gifts for incoming distance students.
4. Prepare special occasion cards for all students to be sent around their birthdays.
5. Carry out other duties as requested.

Reporting:

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

Location:

This position offers a mixture of on-site and remote work as directed by your supervisor.

Schedule:

Generally, you are required to work an average of **3 hours per week** throughout the fall and winter terms, **up to a maximum of 78 hours for the academic year**.

As this role is project-based, the number of hours may vary from week to week, with additional hours required around certain events or projects.

The position requires some flexibility, as work will be assigned according to the needs of the Student Services Office.

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

Your responsibilities begin and end on the following dates.

Fall Term:	Between September 14, 2026, and December 11, 2026, inclusive
Winter Term:	Between January 11, 2027, and April 9, 2027, inclusive

Work may also be assigned during the two reading weeks.

Fall Term	Between October 13, 2026, and October 16, 2026, inclusive
Winter Term	Between February 16, 2027, and February 19, 2027, 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 academic year and provides remuneration of **$1,400, inclusive of vacation pay**.

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

Date: _____

Student: _____

Supervisor: _____