# STUDENT JOB DESCRIPTION TEMPLATE GUIDE

Position Title: Department: Number of positions open: Anticipated Start Date: End Date: Hours of work per week: Pay Rate:

Remote, in-person, or hybrid:

Position summary description:

Responsibilities, tasks, and projects:

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Candidate requirements:

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How to apply:

- Method of application:
- Documents required:
- Address application to:

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• Deadline to submit application:

## STUDENT JOB DESCRIPTION SAMPLE 1

Position Title: International Projects Assistant Department: Experiential Learning and International Office Number of positions open: 1 Anticipated Start Date: May 16<sup>th</sup>, 2022 End Date: September 6<sup>th</sup>, 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, sens

## STUDENT JOB DESCRIPTION SAMPLE 2

Position Title: Student Administrative Assistant Department: Student Services Number of positions open: 1 Anticipated Start Date: May 16<sup>th</sup>, 2022 End Date: September 6<sup>th</sup>, 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
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