

Student Life Programming Assistant – Administration Job Description

Reporting to the Assistant Dean, Student Life (ADSL) in the Innis College Office of Student Life, the Student Life Programming Assistant plays a key role in the organization, logistics, tracking and reporting of student life activities, events, and sessions that are part of Co-Curricular Record (CCR) activities at Innis College, and/or are supportive of collaborative programming with the Innis Registrar's Office.

This is a casual part-time job opportunity that is task-specific and expected to take around 10 hours a week, depending on event scheduling and time of year.

Working with the Assistant to the Dean, Student Life, the main responsibilities for this position are:

- Preparing protocols and documentation to track attendance of participants, and to track hours/training modules of organizers to validate CCR requirements
- Preparing and distributing documentation; overseeing focus groups or survey collection; and collating data.
- Correspondence via email of important reminders and updates as required
- Managing and updating all Student Life Social Media content (including Facebook, Twitter, YouTube, Innis App, etc.)
- Providing year-end reporting on programs to the Assistant Dean, Student Life (ADSL), for both CCR validation of activities and participants.

This position is ideally suited for an upper-year Innis College student who has a comprehensive knowledge of the events and programming offered through the College's student groups and the Office of Student Life. The candidate should also have a broad knowledge of the University's Student Life programming and a good understanding of the requirements to validate local Innis Co-Curricular Record activities.

The candidate must be proficient in MS database entry and Excel spreadsheets. This would be best suited for a student who has excellent organizational skills and is interested in student affairs and education with a concomitant interest in statistics or data collation, analysis and reporting.

Candidates should be organized and resourceful and have interest in the above, as well as having sufficient experience in:

- MS Office Suite, including Excel and Access (or other) database programs
- Good command of written English with accurate grammar & spelling
- Attention to detail, especially dates, times & locations
- Ability to build relationships and make connections with the various student & administrative groups
- Must have tact, professionalism and be committed to maintaining confidentiality as required

The Student Life Programming Assistant will be paid a rate of \$18.00/hr for each hour worked. This position may be posted as a Work-Study position requiring a supplementary application.

If at any time the Student Life Programming Assistant has any questions or concerns related to their employment, they should speak to the Assistant Dean, Student Life (ADSL) immediately.