

Menno Simons College invites applications for:

### **Student Services Assistant**

This position is responsible for assisting in the delivery of Menno Simons College's student services and will report to the MSC Academic Advisor under the supervision of the MSC Associate Dean. Menno Simons College offers a comprehensive benefit package with this position.

Half-time contract (18.75 hours per week) until the end of April 2017 with the possibility of contract renewal (term contract is generally from beginning of August to mid-April)

#### **Responsibilities:**

##### **Student Life/Activities (50%)**

- Develop, schedule, and coordinate MSC student activities, including student development seminars, workshops and multi-cultural activities
- Assist in providing academic and non-academic resources for MSC students (e.g. UW campus services, online resources, graduate programs, job opportunities)
- Assist in establishing and coordinating the activities of the MSC Student Association (includes Leadership Retreat)
- Supervise use of campus facilities related to student activities
- Maintain an up-to-date calendar of student activities and disseminate information to appropriate personnel
- Manage and distribute weekly e-newsletter
- Coordinate Social Justice Fair
- Participate in on-going student retention efforts

##### **Student Recruitment (30%)**

- Participate in on- and off-campus student recruitment activities as needed (e.g. U of W Open House, U of W Future Student Night, Rotary Career Symposium)
- Assist in the preparation of brochures, student resources, and catalog information

##### **Assisting MSC Staff (20%)**

- Provide assistance with the production of the semi-annual MSC Currents alumni publication
- Liaise with MSC Social Media Coordinator
- Perform other duties as required

#### **Knowledge, Skills, and Abilities Required:**

- Strong understanding of Menno Simons College and its mission
- Enthusiasm and the ability to relate well to current and potential MSC students
- Strong interpersonal and communication skills
- A strong public service orientation to work well with faculty, staff, and students
- Organized and able to work independently
- Strong computer skills
- An interest in social media and/or graphic design skills would be considered highly desirable
- Minimum of an undergraduate degree required

#### **Working Conditions:**

- The salary is based on the assumption that the employee will work the equivalent of a half-time position from the beginning of August to mid-April. The Student Services Assistant must be able to work a flexible schedule in order to meet the needs of various groups and programs of the College and will need to be able to exercise personal judgment in terms of responsibility for balancing of time.

Applications will be accepted immediately and accepted until this position is filled. Menno Simons College is a College of Canadian Mennonite University with programs offered in affiliation with the University of Winnipeg. Inquiries should be directed to Dianna Robson, Director of Human Resources at 204-594-0532. Applicants should send a resume along with the names of three references, in confidence to [hrdirector@cmu.ca](mailto:hrdirector@cmu.ca)