

Menno Simons College invites applications for:

Student Services Assistant

Half-time contract (18.75 hours per week) until the end of April 2015 with the possibility of contract renewal (term contract is generally from beginning of August to mid-April)

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

Responsibilities:

Student Life/Activities (50%)

- Assist with resources, on-campus services, and online services in the Student Services department and student lounge
- Assist with planning student development seminars and workshops
- Participate in on-going student retention efforts
 - Develop, schedule, and coordinate college-wide student activities, including multi-cultural activities
 - 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
 - Assist in establishing and coordinating the activities of the MSC Student Association (incl. Leadership Retreat)
 - Coordinate Social Justice Fair

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 handbooks, and catalog information

Assisting MSC Staff (20%)

- Provide assistance with the production of the semi-annual MSC Currents 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
- An undergraduate degree preferred

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 204-487-3300. Applicants should send a resume along with the names of three references, in confidence to:

hrdirector@cmu.ca

or

Director of Human Resources
Canadian Mennonite University
500 Shaftesbury Blvd.
Winnipeg, MB R3P 2N2