



## **Menno Simons College (MSC) Program Student Services Assistant**

Part-Time | Flexible Weekly Hours (0 – 15 per week) | 5-Month Term (January – June 2026)

The MSC Student Services Assistant supports the MSC Academic Advisor in student services initiatives to support and engage with students taking courses through MSC, CMU's program at the University of Winnipeg. This position works in collaboration with the MSC CRS & IDS departments under the supervision of CMU's Dean of Student Life.

### **KEY AREAS OF RESPONSIBILITY**

- Assist the MSC Student Services Coordinator in running MSC's annual Social Justice Fair in February 2026, including post-event reporting.
- Take the lead in organizing events & workshops for MSC students.
- Participate in on-going student retention efforts through engagement with MSC students and a range of MSC activities and events.
- Alongside the MSC Academic Advisor, coordinate MSC Grad Gala in June 2026.
- Increase awareness among U of W students of MSC's distinctive program options.
- Collaborate with CMU Communications to ensure unified messaging and a consistent social media presence.
- Work closely with the MSC Academic Advisor on day-to-day activities.
- Perform other duties as required.

### **WORKING CONDITIONS**

The MSC Student Services Assistant encompasses indoor administrative settings and both indoor and outdoor events. This position requires the ability sit and stand for extended periods of time working with standard office equipment and may be required to lift up to fifty (50) lbs during event set up and take down.

### **WHAT YOU OFFER**

- Strong understanding of Menno Simons College (a program of Canadian Mennonite University) and its mission at the University of Winnipeg.
- Event-planning experience.
- Strong interpersonal, communication, independent, organizational, and computer skills.
- An overall understanding of local community and social justice organizations.
- Self-initiating and able to work with minimal supervision at home and some work on the CMU & UW campuses.
- Experience leading a team an asset.
- Undergraduate degree and university work experience an asset.

### **HOW TO APPLY**

We want to learn more about you! Please submit your cover letter and resume to [humanresources@cmu.ca](mailto:humanresources@cmu.ca). We appreciate all applicants for their interest; however, only those selected for an interview will be contacted.

**Closing Date:** Open until filled.

*Canadian Mennonite University is committed to employment equity while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders.*



*If there are ways we can make this process more accessible for you, please let us know. You can contact us confidentially at [humanresources@cmu.ca](mailto:humanresources@cmu.ca) to discuss accommodations at any stage of the hiring process.*