

*Menno Simons College invites applications for:*

Recruitment and Student Services Assistant

Ongoing, .4 FTE (approx. 15 hours per week on a flexible schedule)

Anticipated start date August 15, 2019

The MSC Recruitment and Student Services Assistant assists the MSC Academic Advisor in the delivery of recruitment and student services initiatives and supports. The Recruitment and Student Services Assistant will report to the MSC Academic Advisor under the supervision of the MSC Associate Dean.

Responsibilities:

#### Student Recruitment

- Recruit high school and university students interested in pursuing studies in social justice, peacebuilding and community development
- Increase awareness among U of W students of MSC's distinctive program options and work with the MSC Academic Advisor in recruiting high school students. Represent MSC at U of W Open House, U of W Future Student Night, and the Rotary Career Symposium
- Research and maintain an up-to-date high school spreadsheet for UNESCO Schools, Social Justice and Philanthropy Clubs and World Issues classes, and explore effective means of connection
- Design and offer interactive presentations about MSC programs and opportunities, for high school classes and interest groups (time permitting)

#### Student Life/Activities

- Assist in overseeing the activities of the MSC Student Association
- Participate in on-going student retention efforts through engagement with MSC students and a range of events and activities
- Develop, schedule, and coordinate MSC student development seminars, workshops and panel discussions
- Coordinate, organize, and plan all aspects of MSC's annual Social Justice Fair
- Raise awareness of academic and non-academic resources for MSC students; maintain the MSC student resource centre and lending library
- Maintain an up-to-date calendar of student activities and appropriately disseminate information to staff and faculty

#### General Responsibilities

- Work closely with the MSC Academic Advisor in focusing day to day activity
- Collaborate regularly with MSC Administrative Assistant to ensure a unified messaging and a consistent social media presence
- Perform other duties as required

#### Qualifications

- Strong understanding of Menno Simons College and its mission
- Capacity to relate well to current and potential MSC students
- Strong interpersonal, communication, independent, organizational and computer skills
- A strong public service orientation to work well with faculty, staff, and students
- An overall understanding of local community and social justice organizations
- Self-initiating and able to work with minimal supervision
- An undergraduate degree and university work experience would be an asset

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. Applications will be reviewed upon receipt and will be accepted until this position is filled. Applicants should send a resume along with the names of three references, in confidence to [hrdirector@cmu.ca](mailto:hrdirector@cmu.ca).