

*Menno Simons College (Canadian Mennonite University at University of Winnipeg) invites applications for:*

### **Student Services Assistant**

Ongoing, .2 FTE (approx. 7.5 hours per week on a flexible schedule)  
Anticipated start date September 14 – October 13, 2020

The MSC Student Services Assistant assists the MSC Academic Advisor in student services initiatives to support and engage with students at MSC and the University of Winnipeg. The Student Services Assistant will report to the MSC Academic Advisor under the supervision of the MSC Associate Dean.

#### Responsibilities:

##### Student Recruitment

- Increase awareness among U of W students of MSC's distinctive program options

##### 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 online/virtual student resource centre
- Maintain an up-to-date calendar of student activities and appropriately disseminate information to staff and faculty
- Maintain and update MSC Alumni Database and 'What Are They Doing' spreadsheet (ongoing)

##### 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 at the University of Winnipeg
- Capacity to relate well to current and potential MSC students at the University of Winnipeg
- 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 at [drobson@cmu.ca](mailto:drobson@cmu.ca) 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)