

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

Student Services Assistant

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

Anticipated start date: August 15, 2022

The MSC Student Services Assistant assists the MSC Academic Advisor in student services initiatives to support and engage with students taking courses through MSC, CMU's Program Center at the University of Winnipeg. The Student Services Assistant will report to the MSC Academic Advisor, and work in collaboration with the MSC Admin Team under the supervision of CMU's Dean of Student Life.

Responsibilities:

Student Life/Activities

- Coordinate, organize, and plan all aspects of MSC's annual Social Justice Fair
- Assist in supporting the activities of the MSC Student Association
- Participate in on-going student retention efforts through engagement with MSC students and a range of activities and events
- Develop, schedule, and coordinate MSC student development seminars, workshops, and panel discussions
- Raise awareness of academic and non-academic resources for MSC students; maintain the MSC lending library
- 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)

Alumni Relations

- Coordinate events and other opportunities for MSC alumni to stay connected with MSC

Student Recruitment

- Increase awareness among U of W students of MSC's distinctive program options
- Promote MSC programs at recruitment events

General Responsibilities

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

Qualifications:

- Strong understanding of Menno Simons College (a Program Centre of Canadian Mennonite University) 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
- Experience with planning events and/or supervising volunteers would be an asset
- 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 Program Centre 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