



Job Title: Student Office Assistant
Reports to: Administrative Coordinator
Hours: 11:30-1:30 Mondays and Wednesdays, 8:30-4:30 Fridays

During the fall and winter academic terms only. Subject to change as needed.
Please state availability in your application.

Position Summary:

The MSC Student Assistant provides administrative support to the MSC Administration Department. Duties include answering phones, welcoming guests, supporting events and meetings, filing, and other related tasks as required.

Qualifications:

- A Current International Development Studies or Conflict Resolution Studies student familiar with MSC preferred
- Friendly, with strong customer service and people skills
- Able to communicate and organize effectively
- Experience using Microsoft Office

To Apply: Submit a resume with cover letter to James Cheng, Administrative Coordinator, Menno Simons College ja.cheng@uwinnipeg.ca.

Application Deadline: Until position is filled.
Anticipated Start Date: September 3, 2019