

**Student Life Program Assistant, Special Projects**  
**Student Life Department**

Full-Time Term, Salaried

**Summary**

The Student Life Program Assistant provides program and administrative support to the student life team while staffing and supporting our front desk on south campus. This individual is the first point of contact for many of our students and guests on campus, as well as online. In this role, the Student Life Program Assistant is responsible for the day-to-day operations of the department, providing practical administrative support across areas. Additionally, this role provides special project support directly to the Student Awards and Financial Aid office. The Student Life Program Assistant will be familiar with all departments and aspects of CMU to best support guests and students.

**Key Areas of Responsibility**

- Respond to student, staff/faculty, and visitor inquiries in-person, on the phone, and via email
- Provide administrative support to Student Life, and occasionally the Registrar's Office as time permits
  - Coordinate the CMU Student Hub and events calendar, as well as student communications
  - Collect fee payments from students
  - Assist with data management for various departments-this includes but is not limited to advising, residence life, international student, financial aid, and accessibility programs
  - Update Student Life webpages
  - Assist with student CMU email information and password resets
  - Provide support for student orientation and leadership training
  - Coordinate mail for south side
  - Maintain parking pass and bike shed information
- Work on special projects under the supervision of the Student Awards and Financial Aid advisor, up to 2 days a week.
- Additional administrative support for the following projects could include:
  - Graduation applications
  - Mail hard copies of Vision Journal to subscribers
  - Year-end tasks for Finance:
    - Staff gown rental invoices
    - Bike shed key refunds
    - Personal photocopying invoices
    - Departmental photocopying and internal billing
    - Departmental van use and internal billing
- Plan and coordinate Student Life events such as:
  - Vaccine clinics, Student support workshops, Mental health first aid, as well as graduation events and orientation events.
- Maintain office supplies for staff/faculty
- Ensure that photocopying machines and printers are maintained
  - End-of-year copier invoicing to departments
- Maintain a record of CMU van bookings and drivers
  - Post kilometer charges to various user accounts on a bi-monthly basis
- Distribute mail for staff/faculty and students

- Assist music faculty with the choral and orchestral libraries
  - Catalogue new music for choirs
- Process and coordinate student course evaluations at the end of each semester
- Keep student records in the vault organized
- Other related duties as assigned

**Working Conditions**

- There are no specific physical requirements for this position
- Able to handle the active pace associated with a busy reception desk

**Supervision**

Reports to: Dean of Student Life

Positions supervised: N/A, Student worker

**Qualifications**

- Undergraduate degree strongly preferred
- Demonstrated proficiency in Office 365 (Outlook, Excel, Word, SharePoint, OneDrive, Teams)
- Experience working with student data and CRMs or Student Information Systems
- Be capable of responding to many inquiries in a short period of time
- Ability to appropriately handle confidential documents
- Excellent communication skills, both verbal and written
- Strong organizational, analytical, and problem-solving skills
- Express a genuine desire to meet the needs of students, staff/faculty, and visitors
- Commitment to CMU's mission, purposes, and programs, including commitment to the Christian church, to Indigenous reconciliation, and to principles of equity, diversity, and inclusion.

---

Interested candidates should apply to [hrdirector@cmu.ca](mailto:hrdirector@cmu.ca).

The application deadline for this position is March 20, 2024.

CMU is committed to employment equity. Applications are encouraged from members of equity-seeking communities including women, racialized and Indigenous persons, persons with disabilities, and persons of all sexual orientations and gender.

We encourage all qualified candidates to apply; however, Canadian citizens and permanent residents of Canada will be given priority.