

JOB DESCRIPTION

Job Title:

Student Life Office Assistant

Accountability:

Student Life Administrative Assistant

Position Summary:

Assist where needed in the Student Life office doing various administrative and sometimes leadership tasks.

Characteristic Duties:

- Maintain all of the bulletin boards on campus, by keeping them clean, tidy and up to date.
- Help plan and organize the Christmas Gala and Graduation
- Provide administrative duties

Academic Qualifications:

- Minimum GPA of 2.0 obtained before and maintained throughout term of position
- Must be registered in at least their second academic year at King's throughout term of position

Professional Qualifications:

- Proven ability to develop strong interpersonal relationships
- Proven ability to respond calmly and confidently in crisis situations
- Proven ability to communicate effectively and remain organized
- Experience working with young people
- Familiar with Microsoft Powerpoint, Publisher and Word (or at least one of them)
- Must be a returning student registered at The King's University College
- Organized
- Self-motivated

Personal Qualifications:

- Committed to and growing in their Christian faith
- Demonstrated commitment to King's community values

Term of Position:

Eight months, end of August to end of April

Term of Position:

Eight months (September – April)