

## **JOB DESCRIPTION**

**Job Title:** **Student Life Student Assistant**

**Accountability:** **Dean of Students (primary); Student Life Administrative Assistant (secondary)**

### **Position Summary:**

Under the direction of the Dean of Students and the Student Life Administrative Assistant and within the mandate of Student Life and the mission of The King's University, the Student Life Student Assistant provides administrative support to the Student Life Office throughout the term of employment. This position provides a wide variety of administrative support services, all of which contribute to the efficient and professional operation of Student Life.

### **Qualifications:**

- Committed to helping students in their journey at The King's University.
- Demonstrates confidence and maturity in interpersonal relationships.
- Ability to be flexible and respond to changing priorities quickly and efficiently.
- Ability to work under pressure and meet deadlines.
- Demonstrate initiative and be self-motivated whilst knowing when to seek help.
- Excellent organizational, oral and written communication skills.
- Experience with computer software programs including Microsoft Office software including Outlook, Word, Excel, PowerPoint and Publisher.
- Ability to maintain confidentiality of records and information.
- Ability to work both independently and as part of an interdisciplinary team.
- Support the King's mission and vision as well as demonstrate a commitment to King's community values and willingness to serve within a Christian context.

### **Characteristic duties (Administrative Assistant):**

- Respond to general inquiries, providing relevant information and make appropriate referrals both within and outside Student Life program areas.
- Receive and record confidential information for students who require assistance or follow up.
- Provide administrative support for tasks/projects for the efficient functioning of Student Life.
- Maintain bulletin boards across campus.
- Create monthly Student Life virtual newsletter for distribution to current King's students.
- Develop and put-up posters for Community Wellness's monthly bathroom campaign on mental health issues as well as Community Wellness events throughout the year.
- Check on the Wellness Room weekly to ensure that room is tidy, and supplies are stocked.
- Create, maintain and update Student Life files in accordance with the University's records and data management systems.
- Work from the main Student Life Office when the Student Life Administrative Assistant is away.
- Maintain knowledge of University policy and procedures.
- Any other administrative duties within the spirit and scope of the functions of the Student Life Department.

**Load:** 10 hours/week

**Wage:** \$15.00/hour