

Term Posted:	2024 Spring/Summer
Date Created:	02/14/2024 10:19 AM
Job Type:	Front Line / Customer Service Support
Application Deadline:	05/12/2024 11:59 PM
Application Method:	Through CLNx
Employer Application Email t:	No

Job Posting Information

Work Study Stream:	Work Experience Stream
Position Type:	Front Line / Customer Service Support
Campus Location:	St. George
Work Study Position Title:	Student Outreach and Registrarial Assistant
# of Vacancies:	1
This opportunity usually occurs during the following days/hours:	Monday - Friday Before 5 p.m.
Hours Per Week:	No more than 15 hours per week
Degree/Credential Level:	Bachelor in progress
Department / Unit Overview:	Woodsworth College is one of the seven Colleges in the Faculty of Arts and Science. The Registrar's office offers frontline and one-on-one academic advising and financial advising support..

<p>Position Description:</p>	<p>The Student Outreach and Registrarial Assistant supports the communications and outreach initiatives of the Office of the Registrar at Woodsworth College. Reporting to the Director, Access Programs and Registrarial Services, they will undertake research and outreach activities to promote and enhance the visibility of Woodsworth's Access Programs. As a member of the Registrar's office, the assistant will support the activities of the office to enhance the student experience and academic success of Woodsworth's diverse student population. Front line support, as needed, for general activities in the Registrar's Office will also be a responsibility of this role.</p> <p>Core Responsibilities:</p> <ul style="list-style-type: none"> • Undertaking outreach activities to promote Access Programs, including: <ul style="list-style-type: none"> ○ Helping to maintain the Office of the Registrar's social media channels (Instagram, Facebook, Youtube, Linktree, Twitter); ○ Creating digital content for the Office of the Registrar's social media presence and growth; ○ Helping to develop and maintain content on Quercus. • Assisting with meetings and events • Providing administrative support to the Office of the Registrar team • Designing content, such as graphics, short videos, and PowerPoint presentations • Front line support/registrarial assistance as needed
<p>Qualifications:</p>	<p>Required Qualifications</p> <ul style="list-style-type: none"> • Experience using social media platforms (e.g. Instagram, LinkedIn, Facebook, YouTube, X (formerly Twitter)); • Excellent writing, editing and proofreading skills • Ability to convey complex ideas in clear/simple language • Familiarity with the Microsoft Office Suite including Word, Outlook and Excel • Experience conducting online research • Experience editing videos, designing graphics, altering photos • Capable of taking initiative and working independently to research and develop ideas • Comfortable providing front-line support (speaking with students, answering questions) <p>Preferred Qualifications</p> <ul style="list-style-type: none"> • Knowledge of the Faculty of Arts and Science and Woodsworth College

	<ul style="list-style-type: none"> • Current or former Woodsworth College students preferred
Accessibility Considerations:	<p>Spends the majority of the shift working at a computer</p> <p>Regularly transports small items between 2-15 lbs</p> <p>Occurs in an in-person environment</p> <p>Liaises with partners within and external to the hiring department, both in-person and via video conferencing or other electronic means</p> <p>Works with tight and/or frequent deadlines</p> <p>Has a significant amount of independent work with limited oversight and direction</p>
Commitment to Accessibility:	I confirm accommodations will be made available as needed by the candidate
Skills:	<p>Communications and media</p> <p>Critical thinking</p> <p>Goal-setting and prioritization</p> <p>Inquiry</p> <p>Organization & records management</p> <p>Professionalism</p>
Scholarship Recipients:	No preference will be given to scholarship recipients

Application Information

Application Deadline:	May 12, 2024 11:59 PM
Application Procedure:	Through CLNx
Application Documents Required:	Resume, Cover Letter