



THE UNIVERSITY OF WINNIPEG

# POSITION AVAILABLE

Date of Posting:	March 30, 2010
Job Vacancy #:	A28.10     AESES
Classification:	Student Assistant (Student Ambassador)
Department:	Student Recruitment & Institutional Relations
Hours of Work:	Variable (Maximum of 500 working hours during the period September 30 to April 30)
Range of Pay:	\$9.65 -\$10.78 per hour + 6% vacation pay
Application Deadline:	April 12, 2010 at 4:30 p.m. Applications are submitted to Human Resources. Late applications will not be considered.

## **THIS POSTING WILL BE USED TO FILL APPROXIMATELY 10 – 15 POSITIONS**

### **REPRESENTATIVE DUTIES**

Students may be required to perform some of the following duties:

- Assists with a variety of University events (i.e. Counsellors' Seminar, Orientation, Open Houses, etc.); may include assembling packages, set-up of displays and booths, posting signage, ushering, talking with prospective students and parents, takedown, and other routine tasks as assigned
- Conducts campus tours for prospective students - speaks to groups of students about where places are located
- Number of tours vary depending upon requests from the schools and or students
- Assists in mailing of publications and other correspondence to high schools and prospective students
- Distributes handbooks or other liaison information
- Visits high schools in Winnipeg and rural Manitoba within a 2 hour geographic radius as a member of a team
- During such visits, may speak a maximum of 10 minutes to prospective students about The University of Winnipeg
- The number of visits varies depending upon requests from the schools and the flexibility of the student's schedule
- Performs other related duties as required or assigned

### **QUALIFICATIONS**

- Must be a full-time student at a high school or The University of Winnipeg during the Fall/Winter 2010-2011 academic year
- No experience is required, as "on-the-job" training is provided
- Familiarity with The University of Winnipeg is desirable
- Good basic knowledge of The University of Winnipeg programs and services as they relate to recruitment and admissions is preferred
- Excellent communication skills, a high energy level and a dynamic personality
- High oral and written English proficiency
- Excellent interpersonal skills
- Ability to speak to small and/or large groups of people
- Ability to work from **August 30, 2010 to April 2011**

The Collective Agreement between The University of Winnipeg and The Association of Employees Supporting Education Services (AESES), Clause 6.3, Selection For Vacancy, states: 'The Employer agrees that Employees with seniority shall have preference in connection with appointments so far as it is practicable to do so, provided that their qualifications are relatively equal.'

Note: The University of Winnipeg is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities. In accordance with Canadian immigration requirements, this advertisement is directed initially to Canadian citizens and permanent residents of Canada.

**RESULTS WILL BE POSTED ON THE BULLETIN BOARDS AND RECORDED ON THE HOTLINE (786-9040).  
ONLY INTERNAL APPLICANTS WILL BE NOTIFIED IN WRITING.**