

Student Service Worker(s)

Brandon, MB

Two (2) Full-Time Term positions

October 2021 to June 2022

Competition# 27- 21/22

Salary Range: \$46,508 - \$63,397 per year (\$24.59- \$33.52 hourly)

Classification: Assistant Guidance Counsellor (AGC)

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. We place a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement. Assiniboine is currently looking for two (2) Student Service Workers to work alongside our staff and students to assist in the health and safety of our campuses. This competition may be used to establish an eligibility list (for up to 12 months) of qualified candidates for future vacancies.

Be Passionate.

You find it energizing to work in a role that has you interacting directly with students daily as a primary team member implementing the college's COVID-19 Campus Access Policy. In this position, you will work to verify vaccination records and negative test statuses of those coming on campus for their studies. This position requires the ability to prioritize, take action quickly, uphold confidentiality, and always keep an eye to detail as you work with documentation and data management. You are comfortable communicating with others in a clear and kind manner, while upholding and enforcing policy.

Take Initiative.

Your communication with students will be guided by proactive planning and standard protocols that will have you obtaining required documentation for review, providing clear instructions to students, answering questions related to the COVID-19 Campus Access Policy, and liaising with program officials and making appropriate referrals to support services.

Deliver Results.

You have relevant post-secondary education or an acceptable combination of education and experience. You are able to interact with culturally diverse populations and persons experiencing a wide range of social conditions. Strong verbal and written communication skills (including active listening, emotional intelligence, time management skills), understanding and explaining policy is also required. You are proficient in Microsoft Office (Word, Excel, Outlook). Experience and proficiency with Enterprise Resource Planning (ERP) software or other related data collection and data entry are preferred. In this role you will travel to other Assiniboine campuses in Manitoba from time-to-time as needed. A valid Manitoba Driver's License is required.

This competition will remain open until filled.

ACC is willing to consider secondments.

Please note: The College's COVID-19 Campus Access Policy puts in place rules and requirements for students, staff and others accessing Assiniboine's multiple campuses to prove they are fully vaccinated or undergo routine testing to show a negative COVID-19 test.

Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. Requests for accommodations can be made at any point during the recruitment process by contacting 204.725.8729 or humanresources@assiniboine.net.

Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis Nation.

If you are interested in this career opportunity, please forward your resume and cover letter to:

Assiniboine Community College
c/o Human Resources
1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9
Fax 204.725.8736 or email humanresources@assiniboine.net

We thank you for your interest. Those selected for further consideration will be contacted.