

Continuing Studies – Summer Student

Continuing Studies

Full Time, Term – (ASAP to Aug 31, 2024)

Competition #155-23/24

Salary range: \$17.00 hourly

Assiniboine Community College has been providing exceptional learning experiences that have been transforming lives and strengthening Manitoba through applied education and research for more than 60 years. 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. ACC is seeking a motivated and enthusiastic summer student to assist with a variety of projects throughout the summer for Continuing Studies, Contract Training, and Indigenous Affairs.

Be Passionate. Take Initiative. Deliver Results.

If you are a keen office administration, or business student (past or present), looking to gain valuable work experience this summer then we would like to hear from you.

We are looking for a student that is a self-starter and can run with projects independently. You will become part of our team for the summer where you will experience a busy work environment and help us with a variety of administrative projects, working along side our team.

This will be a great opportunity for a current or recent student from our office or business programs. You will be self-driven and motivated working in MS Office programs. Proficiency in computer applications, particularly with expertise in social media marketing and familiarity with Moodle, is preferred. You will have high attention to detail, great organization skills, and a strong skill set and understanding in formatting and creating documents in Word, Excel, and Access.

If you are looking for a great work experience that will support your growth and development, then we want to hear from you. You will have strong computer skills, excellent oral and interpersonal communications skills, you will be organized and ready to work as part of our team.

This position is funded through the Canada Summer Jobs grant, which requires candidates to be:

- between the ages of 15-30 years of age (at the start of employment),
- be a Canadian citizen, permanent resident, or person whom refugee protection as been conferred under the *Immigration and Refugee Protection Act* for the duration of employment; and,
- legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Preference given to ACC students. This competition will remain open until the positions are filled.

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. A request for an accommodation or to request this document in an alternative format, can be made at any point during the recruitment process by contacting 204.725.8729 or careers@assiniboine.net.

Assiniboine welcomes applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.

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 Red River Métis Nation.

If you are interested in this career opportunity, please email your resume and cover letter with reference to Competition #155-23/24 to careers@assiniboine.net.

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

Please contact careers@assiniboine.net to request this document in an alternative format if necessary.