



Term Job Description – Program Assistant

Position Title:	Program Assistant
Reports To:	Executive Director
Expected Hours:	Full-Time Term Position, 36.25 Hours per week – 8 weeks in duration
Pay Range:	\$15.50 per hour

About the ACCSA

The Assiniboine Students' Association is a not-for-profit organization, separate from the Assiniboine Community College, which is built on the foundation of community and strengthened through our relationships with students, staff, and partners at Assiniboine. We believe that diversity makes our community stronger and that together, anything is possible. We believe students deserve the opportunity to learn, share and grow with one another and discover who they are and who they want to be in a supportive environment.

Position Summary

The Program Assistant is a term summer position that is responsible for working with full-time staff and the Board of Directors (Student Council) to support the delivery and enhancement of various service-related programs. This will include coordinating and receiving feedback from staff and community partners to improve systems in programs that are intended to benefit student well-being.

Among the most important responsibilities as an SA staff member, is to exemplify the SA spirit and encourage all students to get involved and take advantage of the services and opportunities provided.

Job Duties

Program Assistance

- In partnership with the Student Development Coordinator, assist with plans to create a year-long program of training and development sessions for students at Assiniboine Community College.
- Contact existing community service partners to ensure information is consistent with both their organization and the ACCSA as it relates to offered student services and programs.



- In conjunction with the ACCSA Administrative Assistant, canvas areas in Manitoba for potential student discounts for Assiniboine Community College students for the following year, and incorporating them into the Paw Pass Program, our local discount database.
- Review content on the ACCSA Website to ensure it is up to date with current program delivery.

Other Related Duties

- Other duties as assigned.
- The Program Assistant may be called to meaningfully contribute to other group projects & initiatives on a regular basis, including being the dedicated support for large service initiatives.
- Assist in developing and improving all relevant documentation, internal policies and procedures related to this position.

Job Requirements

- As per Canada Summer Jobs Grant regulations, applicants must be aged between 15 and 30.
- Legally entitled to work in Canada (which means you must have a valid Social Insurance Number).
- Superior ability to communicate clearly in a kind and confident manner, both verbally and in writing.
- Experience in a customer-service based environment.
- Previous sales experience considered an asset.
- Strong technical & computer skills, and an aptitude to learn more efficient ways to accomplish tasks.
- Self-motivated, confident, and energetic.
- Timely and accurate communication skills through college email, phone, Microsoft Teams, and regularly scheduled meetings.
- Exceptional people skills with an outgoing personality and ability to build relationships.
- Exceptional attention to detail and strong organizational skills.
- A dependable vehicle with proof of license and insurance is **required** for travel between campuses and community partners in the Brandon area.

Unfortunately, the Canada Summer Jobs Grant regulations prevents the ACCSA from hiring International Students for this opportunity. Future opportunities for International Students at ACC will be communicated closer to the start of fall term in September 2022.