



Assiniboine Community College Students' Association (ACCSA) Student Staff, Summer Student Assistant

Position:	Summer Student Assistant
Term:	Part-time, term position expiring September 1 st , 2023.
Reports To:	ACCSA Director
Wage:	\$16.50 per hour

The Role:

A major responsibility of being a member of the ACC Students' Association staff is to be a positive representative of the organization, continuously promoting SA activities and events, while working with all members of the organization to achieve the organizations mission. 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.

All SA staff members, unless otherwise stated, are required to host a consistent schedule of office hours, and complete any other duties as assigned by the ACCSA Director or other supervising staff.

Reporting to the Executive Director, the Summer Student Assistant will assist with many different areas of the students' association. They will work closely with other SA staff to help with the planning of events for the upcoming academic year, assist with marketing pieces such as social media posts and posters, help with regular office duties, and any other duties as required.

Job Duties:

- Design social media posts for initiatives such as Wellness Wednesday
- Design posters for services, events, and initiative promotions
- Assist with the update of the ACCSA Day Planner
- Assist with planning events and activities for the new academic school year.
- Assist with preparing orientation packages.
- Help work through event and program coordination, such as the Student Clubs program.
- Help with the Paw Pass Student Discount program recruitment.
- Prepare templates relevant to intramural programming.
- Other duties as required.



ASSINIBOINE
COMMUNITY COLLEGE
STUDENTS' ASSOCIATION

Requirements:

- Must be a current full-time or part-time student of Assiniboine Community College, a returning student for the 2023-24 academic year, or a graduate from the 2022-23 academic year
- Must be able to work productively within a team and under the guidance of different full-time permanent staff persons
- Must be able to work independently and meet deadlines as assigned
- Must be able to work in-person and virtually

Knowledge, Skills, Abilities, Other

- Familiar with non-profit/not-for-profit board structure and dynamics.
- Professional written communications.
- Ability to use Microsoft Programs such as Word, Excel, and Outlook.
- Experience using Canva and/or Adobe programs is an asset.
- Basic website editing, management and awareness of social media is an asset.
- Ability to learn new software when relevant.
- Self-motivated and energetic.
- Creative and strategic thinker.
- Ability to multi-task and adapt to an ever-changing work environment.
- Work efficiently with all internal and external stakeholders, clients, and suppliers.
- Complete and provide regular progress reports to the ACCSA Executive Director.

ACCSA Staff

ACCSA Director

Date

Date