



Program Assistant (Canada Summer Jobs)

Status: Summer Position (8 weeks)

Department: Administration

Pay Range: \$15.80/hour

Start Date: June 3, 2019

Summary

The Program Assistant provides support to the Student Association Centre (SA Centre) in planning, preparing, promoting, and delivering programs for students. The Program Assistant will report to the Student Development Manager.

Job Duties

- Assist in the development and implementation of student programs for the upcoming year
- Help collect information related to programming and services, including sponsorships, through various means including internet, libraries, telephone, and personal interviews
- Keep strict, updated critical path as it relates to program delivery
- Develop promotional media to advertise student programs
- Assist with SA Centre events as needed
- Liaise with appropriate BCIT department (eg. Facilities, Safety and Security, IT) to ensure proper delivery of programs
- Implement and evaluate student services and programming as assigned
- Liaise with staff and student for programming input
- Identify new resources for SA Centre and update current materials
- Provide support in SA Centre; greet and assist clients, answer the telephone, reply to emails, and keep statistics
- Cover for the Administrative Assistant when needed

Education and Experience (Minimum Requirement)

- Candidate must have been registered as a full-time student in the previous academic year and have the intention to return on a full-time basis in fall.
- Candidate must be between the ages of 15-30
- Candidate must be a Canadian Citizen, permanent resident or have official refugee protection status under the Immigration and Refugee Protection Act (foreign students are not eligible) and be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.
- Current BCIT student preferred
- Must be returning as a full-time student in September 2019

Supplementary Information

- Aboriginal students, students who are members of visible minority communities and students with disabilities are strongly encouraged to apply