



## Student Affairs Student Assistant (Summer Job)

### ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is an innovative teaching and research university that provides affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. St. Mary's is the only unaffiliated Catholic university in western Canada and celebrates over 30 years as an educational institution.

Located on a historic site in Calgary, Alberta, our students are inspired to combine academics with a passionate commitment to ethics, social justice and respect for diversity of opinion and belief. St. Mary's has over 1000 full- and part-time students, 150 full- and part-time faculty and staff, and an average class size of 25. The university has grown by over 50% in the last seven years alone.

### POSITION OUTLINE:

Reporting to the Director of Student Affairs, the Student Affairs Student Assistant (SASA) primary duties are to assist in event planning and facilitating a variety of services and programs for domestic and international students along with those learners in Extension Studies. The SASA may assist in one or more of the following areas: event planning, written communication, newsletter, and student database update. Consequently, a single candidate is not expected to have expertise in all the aforementioned areas. The SASA is a 1.0 position supporting St. Mary's University's commitment to support Student Affairs with its complex portfolio and opportunities.

### RESPONSIBILITIES:

The position reports to the Director of Student Affairs and will:

- Help to finalize and compile students' placements evaluations for CSL, communications with students for BEd. International Teaching Practicum, and other inquiries on Travel Study and International Exchange.
- Writing duties: Develop engaging, vibrant and informational content to support the Student Affairs International initiatives and Extension Studies for social media, blogging and newsletters.
- Collaboration with the Communications division for: Designing flyers, brochures and other promotional materials as needed.
- Events duties: Assist in the preparation, facilitation and implementation of StMU International Education programs and events. Assist with information sessions planning on Travel Studies and International Exchange. Must possess strong organizational skills including multitasking and working effectively and independently and as a part of a team.
- Others duties: As required

### QUALIFICATIONS:

This is a strategic position responsible for managing the interests, goals and objectives of Student Affairs at St. Mary's University and will be required additionally and in coordination with the Director of Student Affairs to organized communications and collect data regarding CSL, International Teaching Practicum, Travel Studies and meeting minutes with partners.

- Currently enrolled in a FT StMU's program.

- Web: Familiarity with use of social media as a tool of engagement. Experience in writing, editing, proof-reading is an asset.
- Writing: Excellent writing skills and cultural sensitivity to matters of style, tone and voice, excellent research skills and an ability to work independently. Strong editing, copyediting skills with a keen eye for detail. Proficiency with MS Word, Excel, and Publisher is required. Experience with Adobe Photoshop, InDesign, Illustrator is an asset.
- Event Planning: Dealing courteously and effectively with international students, excellent organizational and interpersonal skills including multi-tasking and working effectively as part of a team, as well as independently. Experience in leadership roles and event planning is an asset.
- The successful candidate(s) must be currently enrolled in StMU's undergraduate studies and exhibits a high level of professionalism with a strong understanding of customer service. You have the ability to be an ambassador for StMU Student Affairs, promoting positive values and leaving a positive impression of the University with the community, students, and any guest. You must be able to work efficiently under tight timelines, be task oriented, and committed to job completion. You are sensitive to the needs (academic, social and emotional) of new international and exchange students. This position requires strong problem solving skills and interpersonal skills.
- Knowledge of the University, its administrative processes, and its various student services and a second language other than English are assets.

#### COMPENSATION:

The successful candidate will work 37.5 hours per week or as required by Student Affairs. This position is flexible to student's schedule but, the successful candidate must be prepared to be available for planned student events and programs.

Number of Position: One

Position Start Date: June 14, 2021

Position End Date: August 20, 2021

Wage: \$15.38/hour.

#### APPLICATIONS:

All applicants must submit a cover letter and resume, along with salary expectations directly via email to [careers@stmu.ca](mailto:careers@stmu.ca) in word or pdf format, with the Subject Line of: "Student Affairs Student Assistant" by end of day on May 21, 2021. We are unable to accept applications and dossiers through third party platforms.

*St. Mary's University is passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. We encourage any and all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.*

*We thank all applicants for their interest, however only those applicants being interviewed will be contacted. No phone calls please.*

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