AMUSE Posting

Position Title: Communications Assistant A (Schulich Ambassador)

Hiring Unit: Recruitment Office

Supervisor: Amanda Kitik

Work Location: Schulich School of Music

Hours/Week & Schedule: Weekly hours vary depending on the tour schedule and recruitment events taking place at the Schulich School of Music.

Hourly Wage: $13.75

Planned Start Date & End Date: February 1st 2020 – August 30th 2020

Date of Posting: January 20, 2020

Deadline to Apply: January 29, 2020

PRIMARY DUTIES

1. Greets clients and answers general inquiries with a positive attitude.
2. Gives tours or attends recruitment events.
3. Helps prepare promotional materials.
4. Prepares documents such as promotional materials, marketing materials and emails. Such preparation may include taking photos, sorting, collating, filing, scanning, photocopying and shredding.
5. Distributes of promotional items, such as leaflets, documents, and items. A log to track these items may be required.
6. Provides general assistance at events such as open house and alumni events.
7. Acts as guide during tours of campus and libraries providing information and details regarding the area.
8. Using established scripts, contacts external individuals regarding their application. (i.e. phone-a-thon)
9. Collects data on prospective students and submits this information to recruitment office.
10. Performs basic word processing functions.
11. Maintains immediate work area in a clean and orderly fashion
12. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

EDUCATION/EXPERIENCE

Students currently enrolled in the Schulich School of Music. Priority for this hiring cycle will be given to current students in the jazz area.

OTHER QUALIFYING SKILLS & ABILITIES

- Strong communication and interpersonal skills
- At ease talking to groups of people
- General knowledge of Schulich’s facilities and student life
- Additional languages (French) an asset

HOW TO APPLY

To apply, please submit your CV to amanda.kitik@mcgill.ca.

McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.