

Student Experience Assistant Job Description 2024-2025

Student Experience Assistant – Position with the Department of Management

Are you a “people person” who enjoys event development and student engagement? Do you want to contribute to the co-curricular opportunities available to your peers? Do you want the opportunity to learn and strengthen critical transferable skills that employers value? If so, then consider applying for this position. We are looking for students to assist our department with co-curricular activities such as but not limited to:

- Assisting with Momentum events, EPIC, U T M M Awards event, Work-StudyInfo Sessions, Winter Funderland, and other assorted events and activities
- Sending confirmation details to registered students
- Planning and executing workshops and events
- Tracking and inputting student attendance into system
- Liaising with faculty, on-campus partners, and external speakers to organize workshops and sessions
- Representing Department of Management at campus marketing events such as Fall CampusDay and March Open House
- Supporting the Department of Management team with various student-centered initiatives
- Goal setting and special projects

Qualifications:

- Reliable, with excellent time and project management skills
- Self-directed but able to work well in a team environment
- Detail oriented with excellent report writing skills
- Strong interpersonal skills with the ability to engage students through various mediums
- Experience with Microsoft Office package (Word, PowerPoint, Excel)
- Creative with the ability to identify areas of improvement to better engage students
- Experience with Photoshop, Canva, and other social media marketing tools
- Familiarity with the Department of Management programs an asset but all qualified applicants will be considered
- Attendance at past PSDP sessions an asset but all qualified applicants will be considered
- Available to work in-person