

## Job Description for Temporary, Casual or Interim Positions

<b>Job Title</b>	Project Assistant		
<b>Interim Job Code</b>	INT033	<b>Pay Grid</b>	Temporary
<b>Student Work Program Job Code</b>	WPS033	<b>Pay Grade</b>	Level 1

### Job Summary

Under close supervision, assist with the planning, organization, and implementation of various projects and events for a Department or Faculty. Work is performed in accordance with established guidelines.

### Accountabilities

1. Provide administrative support for projects, events and meetings.
2. Respond or redirect general inquiries in-person, by telephone or via email.
3. Update information regarding projects and events on various communication channels.
4. Provide on-site routine support for projects, events and meetings.
5. Collect, update and maintain files, correspondence and records according to established guidelines.

### Qualifications

**Education:** High school diploma or equivalent.

**Experience:** 6 months of related experience

### Working Conditions

- Exposure to inclement weather during events and activities.

### Exclusions

- Does not independently plan and execute logistics for events.
- Does not provide recommendations on suitability of space and venues for events.
- Does not reconcile event costs.
- Does not coordinate volunteer requirements to operate events.