# Job Description for Temporary, Casual or Interim Positions

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Project Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Job Code</td>
<td>INT033</td>
</tr>
<tr>
<td>Pay Grid</td>
<td>Temporary</td>
</tr>
<tr>
<td>Student Work Program Job Code</td>
<td>WPS033</td>
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<tr>
<td>Pay Grade</td>
<td>Level 1</td>
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</tbody>
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## 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.