

Job Description for Temporary, Casual or Interim Positions

Job Title	Liaison Assistant		
Interim Job Code	INT050	Pay Grid	Temporary
Student Work Program Job Code	WPS050	Pay Grade	Level 3

Job Summary

Aids in the coordination, development and delivery of presentations to an audience regarding the University, Faculties' and Programs.

Accountabilities

1. Participates in the development and delivers presentations to potential applicants, families and guidance counsellors.
2. Respond to inquiries from prospective students in person, telephone or electronically.
3. Update, maintain, and verify information in a variety of databases and spreadsheets.
4. Assist with booking and scheduling of visits and other administrative functions as required.

Qualifications

Education:

- University Degree. A McMaster degree is considered an asset.

Experience:

- Knowledge of secondary school systems.
- Valid G-License is required.

Working Conditions

- Typical office environment.
- Some travel may be required to various off campus recruitment events.