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.

Date Revised: March 28, 2018