

## Job Description for Temporary, Casual or Interim Positions

<b>Job Title</b>	Recruitment Assistant		
<b>Interim Job Code</b>	INT113	<b>Pay Grid</b>	Temporary
<b>Student Work Program Job Code</b>	WPS113	<b>Pay Grade</b>	Level 2

### Job Summary

Assists in the development of presentations to a targeted audience to support recruitment initiatives for the University, Faculties' and/or Programs.

### Accountabilities

1. Participate in the development of presentations to potential applicants, families and guidance counsellors.
2. Respond to inquiries from prospective students in person, telephone or electronically.
3. Liaise with other related programs that support recruitment initiatives.

### Qualifications

#### Education:

- Currently enrolled in a relevant post-secondary school program.

#### Experience:

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

### Working Conditions

- Typical office environment.
- Some travel may be require to various off campus recruitment events.
- Work is completed under general direction and immediate guidance is available