

## Job Description for Temporary, Casual or Interim Positions

<b>Job Title</b>	Program Support Assistant IB		
<b>Interim Job Code</b>	INT117	<b>Pay Grid</b>	Temporary
<b>Student Work Program Job Code</b>	WPS117	<b>Pay Grade</b>	Level 1

### Job Summary

Under close supervision, performs a variety of routine clerical duties and administrative tasks to support the refinement and development of the program or centre.

### Accountabilities

1. Provide various administrative support functions to the department.
2. Compile and synthesize program related data.
3. Update content on various communication platforms.
4. Conduct directed research to update and improve upon various aspects of the program or centre.
5. Contribute to internal communications projects, including updating content for websites, e-newsletters, print publications.
6. Assist in the research, development and maintenance of communication content.

### Qualifications

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

**Experience:** 6 months of related experience.

### Working Conditions

- Typical office environment.
- Work is completed under close supervision and assistance is immediately available.

### Exclusions

- Does not design web pages, navigation or layout, or create graphic images, photography or videos.
- Does not collect, draft and write content for communication related activities.