

PSAC Job Description

Job Title	General Student Assistant	Rate of Pay	In accordance with CA
Classification	Student Assistant IV	Approved	2023

Job Summary

To gain experience working either as a summer student, Coop Program placement student, or for departments by providing support related to projects or department-specific activities and tasks either over the summer months or during Coop placement periods.

Primary duties:

1. Assist with projects, including data entry, report generation, etc
2. Provide general file organization and maintenance
3. Provide customer service to internal and external customers
4. other relevant duties as assigned

Qualifications

Skillset:

1. Considerable advanced skills and judgment
2. Ability to work independently and/or with others effectively
3. Ability to communicate clearly and effectively
4. Strong attention to detail, excellent problem solving skills and self-motivated
5. Ability to respect and maintain confidentiality when working with sensitive information

Education:

1. Preference given to current Brandon University student in relevant program or faculty, or with enrolment in graduate program or holding a graduate degree
2. Specific courses related to the given department/faculty in which the job is needed when indicated in the posting
3. For Coop Education placements, **must** be a Coop student

Experience:

1. Extensive advanced training is required
2. Specialized experience is required
3. Experience working with information systems and databases is considered a strong asset

Working Conditions

1. Work with minimal to no direct supervision
2. Working hours may include day, evening or weekend shifts, as needed

Alternate Job Titles may include:

1. Coop Education Placement Student Assistant
2. Summer Student Assistant (*department/faculty*)