BRANDON UNIVERSITY

PSAC Job Description

Job Title	Recruitment & Retention Assistant	Rate of Pay	In accordance with CA
Classification	Student Assistant III	Approved	2021/revised 2023

Job Summary

To assist the Recruitment & Retention team with the delivery of recruitment and student engagement activities.

Primary duties:

1. Book and deliver campus tours, the Student for a Day program, and other recruitment intiatives as directed
2. Assist with recruitment initiatives, such as career fairs
3. Maintain the BU Student Life social media presence, including posting material as directed
4. Create marketing materials/posters to promote recruitment and retention events
5. Support student leader recruitment and activities
6. Assist with student outreach including, but not limited to: mail outs, recruitment package assembly and tour reminders
7. other relevant duties as assigned

Qualifications

Skillset:
1. Moderate advanced skills and judgment, including strong organizational skills
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. Demonstrated ability to create and maintain social media presence

Education:
1. Preference given to current Brandon University student; nearing completion of or completion of an undergraduate degree is required
2. Specific courses related to the given department/faculty in which the job is needed, where applicable
3. Strong academic standing, with a minimum 2.5 GPA

Experience:
1. Advanced training and/or specialized experience is required
2. Previous experience working with a diverse population is a strong asset
3. Knowledge of the campus and community is a requirement

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. none