BRANDON UNIVERSITY

Job Title	Registrations Assistant (Mini U)	Rate of Pay	In accordance with CA
Classification	Student Assistant II	Approved	Revised January 2023

Job Summary
To provide assistance with processing registrations, entering data and answering parent inquiries for Mini University programming.

Primary Duties
1. Process and enter data, including programming registrations, take payments, prepare deposits and answer parent inquiries
2. Assist with attendance, supplies, promotion, administration and other paperwork
3. Some light cleaning and physical duties
4. Other relevant duties as assigned

Qualifications
Skillset:
1. Limited advanced skills and judgment
2. Ability to work independently and/or with others effectively
3. Ability to work courteously with the public
4. Ability to communicate clearly and effectively
5. Detail-oriented, punctual and reliable

Education:
1. Preference given to post-secondary students: either current Brandon University student at second year undergraduate level/standing or student with comparable standing from another post-secondary institution
2. Specific courses related to the given department/faculty in which the job is needed
3. Strong academic standing

Experience:
1. Some advanced training and/or specialized experience is an asset
2. Experience with Microsoft Office and desktop publishing software
3. Previous cash handling experience is an asset

Working Conditions
1. Work with minimal supervision
2. Working hours may include day, evening or weekend shifts, as needed
3. Work indoors and outdoors
4. Must submit Criminal Record Check, Child Abuse Registry Check, and CPR/First Aid

Alternate Job Titles may include: