

PSAC Job Description

Job Title	Student Events Coordinating Assistant	Rate of Pay	Per the CA
Classification	Student Assistant IV	Approved	2024

Job Summary

To assist with planning and coordinating recreational and social activities for student group. For PENT Education students, includes planning graduation banquet and dance.

Primary duties:

1. plan and coordinate recreational and social activities for student group
2. assist with organizing grad banquet and dance
3. assist students with orientation to Brandon (housing, daycare, medical)
4. provide some academic support
5. record keeping for graduation fundraising
6. 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, including offering support and guidance
4. Strong attention to detail, excellent problem solving skills and self-motivated

Education:

1. Preference given to current Brandon University student; 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. Strong academic standing

Experience:

1. Extensive advanced training is required
2. Bookkeeping experience is required

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. PENT Student Coordinating Assistant
- 2.