

## Menno Simons College (MSC) Program Student Services Assistant

Part-Time, 9-Month Term, Flexible Weekly Hours (3 – 8 per week, up to 20 during peak times)

As the MSC Student Services Assistant, you support the MSC Academic Advisor in student services initiatives to support and engage with students taking courses through MSC, CMU's program at the University of Winnipeg. In this position, you work in collaboration with the MSC CRS & IDS departments under the supervision of CMU's Dean of Student Life.

### KEY AREAS OF RESPONSIBILITY

- Coordinate, organize, and plan all aspects of MSC's annual Social Justice Fair, including post-event reporting.
- Take the lead in organizing events & workshops for MSC students.
- Work closely with the MSC Academic Advisor in focusing day-to-day activity.
- Collaborate with CMU Communications to ensure unified messaging and a consistent social media presence.
- Participate in on-going student retention efforts through engagement with MSC students and a range of MSC activities and events.
- Coordinate MSC Grad Gala in June.

### WORKING CONDITIONS

The MSC Student Services Assistant encompasses indoor administrative settings and both indoor and outdoor events. This position requires the ability sit and stand for extended periods of time working with standard office equipment and may be required to lift up to fifty (50) lbs during event set up and take down.

### QUALIFICATIONS

- Undergraduate degree and university work experience preferred; combination of relevant experience and education may be considered.
- Strong understanding of Menno Simons College (a program of Canadian Mennonite University) and its mission at the University of Winnipeg.
- Event-planning experience.
- Capacity to relate well to current and potential MSC students at the University of Winnipeg.
- Strong interpersonal, communication, independent, organizational, and computer skill
- A strong public service orientation to work well with faculty, staff, and students.
- An overall understanding of local community and social justice organizations.
- Self-initiating and able to work with minimal supervision at home and some work on the CMU & UW campuses.

### HOW TO APPLY

We want to learn more about you! Please submit your cover letter and resume to [hrdirector@cmu.ca](mailto:hrdirector@cmu.ca). We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Closing Date:** Open until filled.

*Canadian Mennonite University is committed to employment equity while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders. If accommodations are needed, please send your request to [hrdirector@cmu.ca](mailto:hrdirector@cmu.ca).*