



Camosun Student Society



## **Job Posting:** **Campus Life Work Study**

May be required to work at Lansdowne, Interurban, or other satellite campuses as required. A valid drivers license is preferred and you must be physically capable of operating our golf carts. **You must be a Camosun Student Registered for September 2024 to apply**

*The CCSS Clubs Enhancement Program is a partnership with the Student Affairs department of the College. We are committed to enriching the student experience at Camosun by creating and enhancing campus life through student communities.*

### **General**

- Work with Campus Life Staff in the CCSS and the College.
- Report to Clubs and Events Coordinators.
- Work at welcome back events (eg. Camfest and Club Days) to advertise and recruit for clubs.
- Support regular club meetings as assigned.
- Maintain communication with members and interested students through e-mail and social media.
- Record statistics of attendance and interest and take photos (with student permission) to be used in social media postings to promote clubs and Campus Life Days.

### **Expectations**

- Be responsible to the CCSS Clubs & Events Coordinators or designate.
- Coordinate and communicate missed or rescheduled shifts with CCSS finance or Clubs & Events Coordinators.
- Attend weekly, or when scheduled, meetings with Clubs & Events Coordinators or designate.
- Others duties as identified by the Clubs & Events Coordinators or designate.

### **Required Skills**

- Demonstrate a good working knowledge of Camosun College Campuses.
- Must be very comfortable interacting and engaging with students. Student engagement is a primary component of this position and you must be comfortable speaking with students and groups of students you are meeting for the first time. Be outgoing, friendly, and professional!
- Be able to work both independently and within a team.
- Good written and verbal communication skills.
- Respect for and enthusiasm about serving a diverse population.
- MUST be able to operate a golf cart. Drivers License preferred but not necessary.

### **Availability**

Weekly Clubs interactions and Campus Life Days will occur Monday and Tuesday at Interurban, and Wednesday and Thursday at Lansdowne between 9am and 3pm.

Applicants **MUST** be available a minimum of 1 out of 4 days, but availability for two or more days would be ideal and may receive preferential consideration in the hiring process. Shifts are generally 4 hours in length but we are open to working with your class schedules.

### **Remuneration and hours:**

Aprox. 10 hours a week at \$19.75+4%vacation pay per hour from August 19th, 2024 to April 15th, 2025.

Up to 4 positions will be hired. **Application deadline is 3pm on July 31st, 2024.**

Interviews will be conducted online and if you are selected for an interview it will occur between August 7th-9th.

Training shifts for successful applicants will occur in the week of August 19th-23rd

**Resumes, cover letter, AND a copy of your Fall Term Class Schedule must be emailed with the subject line:**  
**"Campus Life Work Study Job 2024"**

**Email: [workstudy@camosunstudent.org](mailto:workstudy@camosunstudent.org)**