



Camosun Student Society

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CASA | ACAE
Canadian Alliance of Student Associations
Alliance canadienne des associations étudiantes

Job Posting:

Campus Welcome Ambassadors 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 welcome ambassador will seek to advertise and enhance orientation opportunities for the CCSS and the Students of Camosun College. The welcome ambassadors will work closely with the department of Student Affairs to maximize contact with the Camosun Students.

General:

- Work with Campus Life Staff in the CCSS and the College.
- Make sure there is coverage for any college event and seek out opportunities to work with departments orienting their students.
- Work at welcome back events
- Lead informal Walk & Talks around campus with the purpose of helping students feel more comfortable and confident in their first weeks at Camosun.

Expectations

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

Other Duties

- Attend mandatory training sessions and other professional development opportunities offered by the Camosun College Student Society and the Camosun College Student Affairs department.
- Organize and attend team meetings as determined by the Student Services Coordinator and Outreach & Advocacy Coordinator.
- Recruit Volunteers for CCSS and it's constituency groups.
- Be available to work in the daytime between classes.
- Ensure that the program is running to the standard required by the coordinator as they designate and as the program requires change.
- Support Camosun College Student Society and the Student Affairs unit with answering student questions during the return to campus. This may occur in person or through virtual mediums.

Required Skills

- Demonstrate a good working knowledge of Camosun College Campuses.
- Be outgoing, friendly, and professional.
- Good written and verbal communication skills.
- Be able to work both independently and within a team.
- Respect for and enthusiasm about serving a diverse population.

Availability

Must have availability between 9am-5pm Monday to Friday, but we will work around your class schedules as much as possible.

Please send a copy of your Fall Term class schedule in your application email

Remuneration and hours

Aprox. 10 hours a week at \$19.75 + 4% vac. pay per hour from August 19th to September 27th, 2024.

This is a 6 week long position

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:
"August to September Ambassador Job 2024"**

Email: workstudy@camosunstudent.org