

## Student Intern, International

### Assiniboine International

Full time, term (April 29, 2024, to May 2, 2025)

Competition #115-23/24

Brandon, Manitoba

Salary: \$17 per hour

Classification: Student

Assiniboine Community College has been providing exceptional learning experiences that have been transforming lives and strengthening Manitoba through applied education and research for more than 60 years. The Student Intern supports Assiniboine International with activities associated with recruitment and conversion of international students contributing to the college's goal of 2,028 graduates by 2028. This position also supports the college's plan to welcome learners from around the world in support of Manitoba's economic and social development and building global citizenship in all students.

### Be Passionate and Taking Initiative with these Responsibilities:

- Respond to general inquiries from international prospects via phone, email and in-person.
- Follow up on student leads with general college and program information.
- Support international admissions team by assisting to send important documents to students.
- Assist with review and revision of marketing and promotional materials.
- Assist with new student orientation including planning, registration, and event setup.
- Assist college staff with larger events and activities throughout the year.

### Being able to deliver results by having:

- Excellent knowledge and use of the Microsoft Office Suite, and the ability to learn new software.
- Strong interpersonal and communication skills.
- Ability to work independently and as a member of a team.
- Strong organizational skills and attention to detail.

---

*This competition will remain open until the position is filled.*

*Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. A request for an accommodation or to request this document in an alternative format, can be made at any point during the recruitment process by contacting 204.725.8729 or [careers@assiniboine.net](mailto:careers@assiniboine.net).*

*Assiniboine welcomes applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.*

*Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Red River Métis Nation.*

*If you are interested in this career opportunity, please email your resume and cover letter with reference to Competition #115-23/24 to [careers@assiniboine.net](mailto:careers@assiniboine.net).*

*We thank you for your interest. Only those selected for further consideration will be contacted.*

*Please contact [careers@assiniboine.net](mailto:careers@assiniboine.net) to request this document in an alternative format if necessary.*