

POSITION DESCRIPTION

Position Title: Student Intern

Division: Assiniboine International

Classification: Student

Supervisor's Title: Administrative Officer, International

POSITION SUMMARY

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.

RESPONSIBILITIES AND ACCOUNTABILITIES

- Respond to general inquiries from international prospects via phone, email and in-person
- Follow up on student leads with general college and program information
- Direct potential students to appropriate information on the college's admission processes following recruitment fairs and other recruitment activities both in and out of country
- Support international admissions team by assisting to send important documents to students
- Assist with review and revision of marketing and promotional materials
- Assist with college tours for prospective students and families
- Assist with new student orientation including planning, registration, and event setup
- Assist with recruitment activities such as recruitment fairs and webinars, as required
- Plan and coordinate small-scale student events and activities throughout the academic year to support student social integration and global citizenship efforts on campus
- Assist college staff with larger events and activities throughout the year
- Create content and assist International staff with sharing information on Assiniboine International's social media accounts
- On occasion, assist English as an Additional Language programming staff with projects and tasks

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised 0

Staff Positions Indirectly Supervised 0

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Other Key Relationships:

Works closely with:

- International Admissions Team
- International Student Advisor
- International Coordinator

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- 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

OTHER COMMENTS

Employee's Signature

Date

Supervisor's Signature

Date

POSITION DESCRIPTION GUIDE

What is a Position Description?

A position description is a written factual description of a job and the demands made on its incumbent.

Why is a Position Description Necessary?

A good position description is the foundation of the job. It is primarily a management tool used to:

- a) clarify what the incumbent is paid to accomplish;
- b) serve as a basis of agreement between the incumbent and the manager defining scope of position including independence and interdependence;
- c) serve as a means of communication for expectations, objective setting, improved work planning, and for performance evaluation and review.

The position description also plays an important role in the following activities:

recruitment
classification

training and development
wage and salary administration

staff year planning
counselling

When is a Position Description Written?

Position descriptions are prepared when a new position is created or when the duties, responsibilities or organizational relationships of an existing position change significantly.

Who Writes the Position Description?

The position description should be written by the person who knows the job best. Normally this would be the incumbent in conjunction with the supervisor. It may be necessary in certain circumstances to have the supervisor prepare the position description i.e. an unencumbered or newly created position.

Position Summary

This is a brief and very broad statement that provides insight into the reason for the position's existence or for its establishment. It describes why the job exists in the first place, and what role it plays in the overall scheme of things. It may be useful to draft this section first and return to polish it up after completing the remainder of the position description.

e.g. **Administrative Secretary**
To provide secretarial and administrative services to the dean and 12 to 15 instructors in the division.

Responsibilities and Accountabilities

This is the most important section of the position description. It is a point-by-point outline of the primary and secondary responsibilities and accountabilities for which the incumbent is responsible and describes the variety of duties assigned to the person in the job.

Primary:

Start with the most important responsibility and state clearly and concisely the **what, how** and **why** of it. Sometimes the **why** and occasionally the **how** is self-evident. Repeat the process for each area of responsibility in descending order of priority. You may wish to include supervisory responsibilities, size of budget managed or influenced, leadership, etc.

Secondary:

This section outlines the secondary responsibilities and accountabilities required to perform the job. Repeat the process as described above.

Key Relationships

The purpose of the organizational chart is to identify how the position fits into the college structure and to provide a mental image of the position's key relationships. For supervisory positions, indicate the number of staff directly and indirectly supervised. Provide a description of the other key relationships of the position i.e. students, suppliers, industry representatives, etc.

Knowledge, Skills, Abilities, Other

This section outlines the knowledge, skills and abilities that are necessary to be successful in the position. Focus on the facts – do not overstate or understate the knowledge, skills, abilities, or “other” required to perform the job. In this section you may wish to include the minimal acceptable level of education, experience and certification necessary to perform the job.

<i>Knowledge</i>	<i>-a body of information applied directly to the performance of a responsibility</i>
<i>Skill</i>	<i>-a present, observable competence to perform a learned activity</i>
<i>Ability</i>	<i>-a present competence to perform an observable behaviour or a behaviour that results in an observable product</i>
<i>Other</i>	<i>-certification, licencing not usually expected of this classification</i>

e.g. Administrative Secretary

- knowledge of modern office procedures and methods including telephone communication, office systems and record keeping, normally learned through a certificate/diploma with courses in secretarial/office administration
- skill to use a personal computer and various software packages
- ability to establish priorities and work independently
- a valid Manitoba driver's licence.

Other Comments

Record any additional information that is helpful in giving a true picture of the nature of the job. This includes exceptions to normal job requirements or environment.

Signatures

These signatures verify the accuracy and completeness of the description. The signatures should always appear on the form except for vacant positions, where the supervisor's signature is sufficient.