STAFF VACANCY

Brescia University College (www.brescia.uwo.ca), a Catholic university college affiliated with Western University, is Canada's only women's university providing instruction to over 1,500 students. The Office of the Registrar (Admissions and Recruitment) at Brescia is seeking dynamic and resourceful individuals to fill a position as:

Brescia Student Ambassador
(Pay rate - $14.00/hour)

Working as part of the Brescia University College recruitment and liaison team, the Student Ambassador will be responsible for:

- Leading tours of the Brescia campus and assisting the Registrar's Office with Fall Preview Day, Campus Tour Day, March Break Open House, and other on-campus events.
- Communicating with visitors via confirmation and follow-up emails, preparing for tours by ensuring information packets are prepared.
- Assisting with the Registrar's Office “Calling Program” which involves phoning incoming Brescia students.
- If scheduling permits, assisting the Registrar's Office with the Summer Orientation Day (SOD) program (June-July)
- Other administrative tasks such as mail outs if scheduling permits.

A Brescia Student Ambassador will possess the following skills:

- Ability to conduct oneself in a responsible and professional manner.
- Above-average knowledge and awareness of all on-campus services and activities
- Ability to work independently.
- Punctual, organized and responsible, and reliable.
- Enthusiastic – in general and specifically about your Brescia experience.
- Ability to speak clearly and confidently in front of small and large groups.

Previous work or volunteer experience presenting to groups is an asset.
At least one year of Brescia student experience is an asset; Second year students and above may apply.
Time commitments for this position will vary depending on time of year and number of tours requested. Most tours are scheduled at 10:30AM or 2:30PM weekdays, and take one hour to complete. Fall Preview Day, Campus Tour Day (November) and March Break Open House run for about four hours, on weekends. Summer Orientation Days run on weekdays throughout June and July including two evenings. The Calling Program is held in February on four evenings for approx. three hours each night. Special on campus activities, including school group visits and tours, also take place throughout the year. Contract will run from May 1, 2019 to April 30, 2020.

Please submit by Friday, March 15, 2019 at 4:00 PM, a completed online application form found at: https://forms.bresciauc.ca/brescia-ambassador/

If you have any specific questions as it relates to this role, please contact Jazmyn Jansen, Media and Liaison Officer, via email at jjansen5@uwo.ca or by phone at 519-432-8353 ext. 28364

The University invites applications from all qualified individuals. Brescia University College is committed to employment equity and diversity in the workplace and welcomes application from women, members of racialized groups/visible minorities, Indigenous person, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at brescia-positions@uwo.ca