

York University
Job Description – Work-Study Student

Job Title: Events & Promotions Assistant	To Be Completed by HR Only
Type: Work-Study <input checked="" type="checkbox"/> LEAP <input type="checkbox"/>	Job Code: 954710
	Classification: Administrative
	Level: 1

The Work Study Student program provides on-campus job opportunities for eligible York University undergraduate students.

Work Study Student employees are provided opportunities to contribute to support roles while developing valuable, relevant skills and work experience for the workplace. These roles offer a learning and development opportunity for Work Study Student employees to receive experiential on-the-job training, guidance and mentorship.

Under the guidance of permanent staff members, Work Study Student employees will provide support to their relevant department/faculty in clerical, administrative and technical capacities.

As part of your Work-Study/LEAP experience, you will participate in Becoming YU, a program designed to support students in:

- creating meaningful goals and objectives;
- recognizing the value of their personal, academic and professional experiences;
- identifying their competencies and skills; and
- articulating their skills and experiences with confidence.

Becoming YU includes regular meetings with your student employment supervisor/coach for reflecting on your progress and getting valuable feedback

Job Purpose:

Provide an overview of the job responsibilities

The Events & Promotions Assistant is responsible for providing administrative and logistical support for campus events and activities.

Major Areas of Responsibility:

Briefly describe the main duties and responsibilities

Under the direction of a permanent staff member the Events & Promotions Assistant may be responsible for some or all the following tasks:

1. Assist with the planning, promotion and execution of campus events and activities.
2. Support logistical aspects of events including room set up and take down.
3. Prepare and distribute promotional materials.
4. Support marketing initiatives via digital and social media platforms.
5. Assist with on-site support and attendee registration.
6. Maintain internal planning documents, schedules, and guest lists.
7. Respond to general inquiries and provide event information to community members.

8. Attend and participate in regular team meetings.
9. Provide general administrative support.
10. Other duties as assigned.

Education:

Must be enrolled as a York student

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Experience:

Previous work experience may be considered

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Skills:

Must select skills from approved Job Qualification & Related Skills document

1. Ability to plan social activities, programs and events that contribute to an engaged community.
2. Ability to collaborate and work with others to complete a shared goal.
3. Ability to communicate with others to explain and share information.
4. Ability to update websites and social media platforms.
5. Ability to meet deadlines and organize time effectively.

Other:

Provide additional requirements such as specific employment checks or physical demands

Ability to lift/move/carry equipment or material of varying weights.