

York University  
Job Description – Work-Study Student

Job Title: Special Projects Assistant	<b>To Be Completed by HR Only</b>
Type: Work-Study <input checked="" type="checkbox"/> LEAP <input type="checkbox"/>	
	Job Code: 954731
	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 Special Project Assistant is responsible for providing administrative support for special projects and activities.

**Major Areas of Responsibility:**

*Briefly describe the main duties and responsibilities*

Under the direction of a permanent staff member the Special Projects Assistant may be responsible for some or all the following tasks:

1. Support the planning and organization of special projects and activities.
2. Prepares and disseminate meeting agendas and supporting information.
3. Take meeting minutes, record actionable items and ensure appropriate follow-up
4. Distribute project plans and track progress.
5. Research, present ideas and make recommendations for special projects.
6. Assist with updating information on websites and social media networks.
7. Format, word process and edit a variety of documents and materials.
8. Attend and participate in regular team meetings.

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| <p>9. Provide general administrative support.</p> <p>10. Other duties as assigned.</p> |
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**Education:**

*Must be enrolled as a York student*

Must be enrolled as a York student
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**Experience:**

*Previous work experience may be considered*

Previous work experience may be considered
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**Skills:**

*Must select skills from approved Job Qualification & Related Skills document*

<p>Ability to demonstrate organizational skills to carry out a variety of tasks.</p> <p>Ability to meet deadlines and organize time effectively.</p> <p>Ability to present data in a variety of document and display formats.</p> <p>Ability to use research methods to identify and verify information.</p> <p>Ability to use social &amp; digital media to effectively communicate or respond to others.</p>
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