Job Title

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| POSITION OVERVIEW: | | | | |
| Department: | Click or tap here to enter text. | | | |
| Campus: | North Lakeshore  Orangeville  Carrier Drive Other: Location | | | |
| Hourly Wage: | Please include hourly wage or if not hourly, total compensation for the role | Hours per Week: | | Enter hours expected per week |
| Start Date | Click or tap to enter a date. | | End Date | Click or tap to enter a date. |
| Eligibility: | Work Study Non-Work Study | | | |
| Total Positions Available: | Indicate the overall number of positions available (Work Study and Non-Work Study inclusive) | | | |
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| POSITION SUMMARY: |
| Please enter a short summary (2-3 sentences) with an overview of the position. |

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| DETAILED POSITION RESPONSIBILITIES: |
| * Please enter a detailed breakdown of the duties to be performed by this role. |
| DESIRED QUALIFICATIONS: |
| * Please include any additional requirements for the role (ie. Preferred program, specific software knowledge, and baseline skills required for the role, certifications) |

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| MANDATORY TRAINING |

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| All Work Study roles require students to attend a set of mandatory trainings which are scheduled with their supervisor:   1. [Health & Safety Training](http://hrs.humber.ca/learning/courses-workshops/student-worker-health-safety-training.html) 2. [AODA Accessible Customer Service Training](http://www.humanresources.humber.ca/human-rights-equity-diversity/training-programs.html) 3. [Integrated Accessibility Standards Regulation & Ontario Human Rights Code Training](http://www.humanresources.humber.ca/human-rights-equity-diversity/training-programs.html) 4. [Pathways to Human Rights, Education and Actions Training](http://www.humanresources.humber.ca/human-rights-equity-diversity/training-programs.html) 5. [Sexual Violence Training for Employees](http://www.humanresources.humber.ca/human-rights-equity-diversity/training-programs.html) |

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| ADDITIONAL TRAINING |
| Please list any additional role-specific mandatory training (including dates, if applicable) required for this role |
| ADDITIONAL COMMENTS |
| Include any academic (ie. GPA status) & performance standard requirements for this role. |
| EQUITY, DIVERSITY, AND INCLUSION STATEMENT |
| Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. |
| CO-CURRICULAR RECORD (CCR) CERTIFICATION |
| Choose an item. |

Co-Curricular Competencies

Please check skills that all students who hold this position will be able to develop. Please contact [workstudy@humber.ca](mailto:workstudy@humber.ca) with any questions on completing this section.

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| Communication | | |
|  | Reading | Interpret and respond to written material in a manner that demonstrates text literacy and ensures effective communication. |
|  | Writing | Write clearly, concisely, and correctly in a manner that meets the communication purpose and needs of the audience. |
|  | Listening | Interpret and respond to verbal messages in a manner that ensures effective communication. |
|  | Speaking | Speak clearly, concisely, and correctly in a manner that meets the communication purpose and needs of the audience. |
|  | Presenting | Deliver effective presentations. |
|  | Visual Literacy | Interpret and respond to visual content in a manner that ensures effective communication. |
|  | Strategic Networking | Use appropriate communication to build positive professional relationships and personal profile. |
| Numeracy & Financial Literacy | | |
|  | Mathematical Knowledge | Understand and execute mathematical operations accurately. |
|  | Budgeting | Use knowledge and skills to manage financial resources effectively. |
| Critical Thinking and Problem Solving | | |
|  | Analysis | Evaluate multiple sources to assess credibility and logic. |
|  | Decision Making | Form reasonable conclusions and/or recommendations using sufficient and relevant evidence. |
|  | Operational Thinking | Apply a systematic approach and use a variety of thinking skills to solve problems. |
|  | Data Analysis | Analyze and use numerical data; apply mathematical concepts and reasoning to solve real-world problems. |
| Digital Fluency | | |
|  | Technological Skills | Develop an understanding of web technologies, common office software, and hardware troubleshooting. |
|  | Multimedia Skills | Develop an understanding of multiple media formats and best practices for the implementation and sharing of new media. |
|  | Information Management & Evaluation | Locate, select, organize, and document information using appropriate technology and information systems. |
|  | Online Etiquette | Manage professional reputation and communicate information responsibly in an online space. |
| **Creativity and Innovation** | | |
|  | Systems Thinking | Analyze a problem by understanding the interconnectedness of the groups and issues involved. |
|  | Design Thinking | Solve a complex problem creatively by defining, researching, thinking, piloting and assessing. |
|  | Strategic Thinking | Recognize an opportunity, identify challenges and multiple points of view; develop a plan of action. |
|  | Innovative Thinking | Formulate new ideas, create new forms of expression, leverage potential and imagine new possibilities. |
| **Professionalism** | | |
|  | Positive Attitude & Behaviours | Demonstrate confidence, respectful communication, gratitude, optimism, positivity, and resiliency when approaching work. |
|  | Personal & Professional Management | Demonstrate professional behaviour within the work environment and set goals and priorities to balance work and personal life. |
|  | Growth & Development | Assess, critique, and improve the quality of work, demonstrate ability to accept and implement feedback in a meaningful way. |
| Resourcefulness | | |
|  | Initiative & Self-Direction | Carry out a project from start to finish, take the lead or offer support when appropriate, contribute by sharing knowledge and expertise, be innovative and resourceful by identifying and suggesting alternative ways to achieve goals and get the job done. |
|  | Adaptability & Flexibility | Cope with uncertainty, learn from mistakes, adapt to changing requirements and information, proactively manage change, be open to and supportive of the thoughts, opinions, and contributions of others. |
|  | Problem-Solving | Select and use appropriate tools and technologies to complete a task, apply logic in solving problems, and creatively find alternative pathways to solve problems. |
| Responsibility | | |
|  | Accountability | Demonstrate commitment to the role, dependability, ownership for actions, responsible use of time and resources, ability to assess, weigh, and manage risk. |
|  | Ethics & Integrity | Approach situations with honesty, integrity, and personal ethics, demonstrate consistency with legal and professional codes of ethics, recognize and respect people’s diversity, individual differences, and perspectives. |
| Relationship Management | | |
|  | Managing Conflict | Identify sources of conflict and initiate de-escalation strategies to overcome differences of opinion within a group or two individuals. |
|  | Meaningful Relationships | Develop mutually rewarding relationships with peers and colleagues. |
|  | Teambuilding | Create and implement activities, communication strategies, and actions to develop group cohesion and collaboration. |
| Leadership | | |
|  | Team Coordination | Delegate work to peers or other individuals to encourage and motivate the group to effectively work together. |
|  | Mentoring | Assist individuals in developing specific skills and knowledge that enhance their personal and/or professional identity development and growth. |
|  | Role Modeling | Demonstrate positive actions and behaviour to encourage others to act in an appropriate manner. |
|  | Visioning | Identify a potential future and create innovative paths for the team. |
| Emotional Intelligence | | |
|  | Perceiving & Identifying Emotions | Decipher verbal and nonverbal signals from others, such as body language and facial expressions. |
|  | Managing Emotions | Respond appropriately to the emotions of others and regulate my emotions effectively. |
| Sustainability | | |
|  | Environmental, Economic and Social Awareness | Analyze the relationships between global, social and economic trends, and their impact on the environment and communities. |
|  | Environmental, Economic and Social Advocacy | Identify, define and advocate for the environmental, economic and social sustainability of communities, locally and globally. |
| Global Citizenship | | |
|  | Intercultural Communication | Describe the benefits and challenges of interacting with others of different cultural and national backgrounds. |
|  | Cultural Identity | Reflect on and articulate the similarities and differences between personal or cultural identity; understand the impact personal experience has on the perspectives of others. |
|  | Cultural Sensitivity | Apply awareness, understanding and appreciation of intercultural communication in academic, social and professional settings; develop intercultural competencies and awareness of global issues. |
| Social Responsibility & Civic Engagement | | |
|  | Active Citizenship | Define and identify what it means to be socially responsible and to be engaged in active citizenship. |
|  | Awareness of Social Issues | Demonstrate awareness of complex social issues including, but not limited to: culture, race, religion, sexual orientation, ability, mental health, politics and lifestyle. |
|  | Community Building | Participate in or develop training programs, activities or programs that teach or embed social awareness, social justice, health & safety, and equity issues. |