

Sample/Template Student Job Postings

Sample 1

Company Name:	Enter 'Humber College' with the Department Name
Position Title:	Position titles should be as specific as possible, such as 'Student Communications Assistant', 'Orientation Co-Chair', 'Peer Tutor', 'Facilities ...
Employment Term:*	Choose from the drop down menu – <ul style="list-style-type: none">• Full-Time• Part-Time• Summer/Seasonal• Temporary/Contract• On-Campus• Volunteer
Job Location:	North, Lakeshore, Carrier Drive, Orangeville, etc. You may be more specific, if you wish, but ensure you list the campus.
Number of Positions:	How many of this specific position are you hiring?
Pay Rate:	Rate is per hour (between \$11.25 and \$13.75)
Application Deadline:	It is important to set a deadline for students to apply
Job Description:	In this section, outline the general tasks and responsibilities that the student will be performing. Remember that students are working to gain work experience, so positions should have meaning and value to them.
Required Skills/Experience/Qualifications:	These can range from interpersonal skills to technical skills.
E-mail to Apply:	Please ensure that the person with this email address is aware that s/he may receive additional emails until the application deadline. Some of those emails may be applications or students with questions. Be prepared to read and respond to these emails before the application deadline.
Comments:	In this section highlight any additional information. Examples included: <ul style="list-style-type: none">• additional method to apply• note that applicants must send resume and/or cover letter and/or portfolio, etc.• a detailed job description, or any other notes, such as specific hours that you need the student to work• direct students to your website for more information.• if this position is only open to Work Study students, or if International/Out-of-Province students are welcome to apply.

Sample 2

Company Name:	Humber College – Accessible Learning Services
Position Title:	Transition Program Assistant
Employment Term:*	<ul style="list-style-type: none">• Summer/Seasonal
Job Location:	Primarily at North Campus; occasional work at Lakeshore
Number of Positions:	1
Pay Rate:	\$12.50/hr
Application Deadline:	2015/04/20
Job Description:	<p>The incumbent is responsible for providing support to Accessible Learning Services' Easy Start Transition Program. The incumbent's duties will include:</p> <ul style="list-style-type: none">• Assisting in the coordination and marketing of the 6th annual Easy Start Transition Program at both the• North and Lakeshore Campuses• Creating, revising and editing marketing material (hardcopy, web and social media)• Liaising with Humber Recruitment and other internal departments• Presenting to groups of potential students to promote the program• Liaising with high schools, school boards and community organizations• Post event reporting• Administrative support and general office duties• Responding to general inquiries• Some research and report writing may also be required
Required Qualifications/Skills/Experience:	<p>Required skills/experience:</p> <ul style="list-style-type: none">• Excellent organizational and time management skills required to perform administrative duties such as but not limited to photocopying, filing, creation of name tags, etc.• Outstanding communication skills in order to partner and liaise with various departments on campus• Excellent presentation skills to deliver information to various stakeholders• Demonstrated research and written skills for report writing and communicating with various stakeholders via email• Proficient with data collection and analysis of information• Marketing skills required to promote the program both on campus and in the community• Demonstrated ability to effectively prioritize and meet deadlines• Experience with event organization <p>Assets:</p> <ul style="list-style-type: none">• Experience working with people with disabilities and an awareness of disability-related issues• Valid driver's license and access to a personal vehicle

- Applicants currently enrolled in a public relations, project management, event management, tourism, business or marketing program

E-mail to Apply:

Comments:

Jennifer.astles@humber.ca

The successful candidate must meet the following criteria:

1. Current Humber or Guelph-Humber student
2. Be available 35 hours per week from May through August, 2015 and approximately 7-10 hours per week during the Fall 2015 semester
3. Be Work Study eligible for Fall 2015 for Humber or Guelph-Humber

Please submit a cover letter and resume to Jennifer Astles, Accessible Learning Officer (jennifer.astles@humber.ca).

Sample 3

Company Name:	Humber College – Facilities Management, Lakeshore
Position Title:	Facilities Student Assistant
Employment Term:*	On-Campus
Job Location:	Lakeshore
Number of Positions:	1
Pay Rate:	\$12/hr
Application Deadline:	2015-04-30
Job Description:	<p>This position provides support to all operations and maintenance areas of Facilities Management at Humber College Lakeshore Campus including site, custodial, building, mechanical/electrical and mailroom. Responsibilities include:</p> <ul style="list-style-type: none">• general cleaning of all College area's (sweeping, garbage removal, etc)• assist with filter changes and other HVAC related duties• event/classroom set-ups• periodic classroom maintenance such as gum and graffiti removal• periodic landscaping maintenance work including watering, litter pick-up, sweeping• assisting building maintenance staff with small installations and/or repairs• delivering mail, receiving packages• Other duties as assigned (eg. data entry to update preventative maintenance program)
Required Skills/Experience/Qualifications:	<p>Requirements:</p> <ul style="list-style-type: none">• Must be able to lift up to 40lbs and perform repetitive tasks.• Must not mind getting 'hands dirty', or working in noisy environments• Ability to work independently or in a team environment• Maintenance aptitude/experience preferred• CSA approved work shoes/boots required
E-mail to Apply: Comments:	<ul style="list-style-type: none">• Student must be Work Study approved• successful candidate will have the opportunity for fall employment, provided they are work study eligible and fall schedule allows for adequate hours to perform the duties within the job description.