

SAMPLE/TEMPLATE STUDENT JOB POSTINGS

INSTRUCTION:

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 (minimum wage is \$14/hr)
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.
Check which(or all) Academic school is most relevant:	If your position might best be filled by a student in a specific Academic School you may check that off here.

Humber College Career Services

NORTH CAMPUS: Academic & Career Success Centre, Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Student Welcome and Resource Centre, First Floor, WEL105, 416.675.6622 ext. 5028

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SAMPLE 1

Company Name:	Humber College North Residence
Position Title:	Housing Office Assistant
Employment Term:*	<ul style="list-style-type: none">• On Campus
Job Location:	North Campus
Number of Positions:	1
Pay Rate:	\$14/hr
Application Deadline:	06/20/18
Job Description:	<ul style="list-style-type: none">• Handling residence inquiries regarding application process, payment deadlines, meal plans, etc.• Providing tours and information to visitors and groups• Providing a friendly first greeting to all visitors to the office area and directing to the appropriate person• Data entry, filing, answering phones, ordering supplies• Assist with creating and/or editing marketing material <p>During the summer, the hours are Monday to Friday from 9am to 5pm with possibility of extending into the academic year on a new contract with part time hours that work with your class schedule - Occasional weekend work ie. open house, tour guide training</p>
Required Qualifications/Skills/Experience:	<ul style="list-style-type: none">• Previous experience in customer service• Proficient in MS Office• Organizational and time management skills• Ability to type a minimum of 35 wpm• Friendly, helpful attitude• Familiarity with residence an asset
E-mail to Apply:	Contactperson@humber.ca
Comments:	Please include a resume, cover letter and Work Study Eligibility Form, Email, drop off to North Residence Front Desk, or fax to 416-674-4917

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SAMPLE 2

Company Name:	Humber College – Facilities Management, Lakeshore
Position Title:	Facilities Student Assistant
Employment Term:*	<ul style="list-style-type: none">• On Campus
Job Location:	Lakeshore
Pay Rate:	\$14/hr
Application Deadline:	04/30/18
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/	Requirements:
Experience/Qualifications:	<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:	Contactperson@humber.ca
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.

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