

Temporary Assignment AMUSE	
Position Title:	Office Assistant B (Marketing/Data Coordinator)
Hiring Unit:	Desautels Faculty of Management, MBA and Masters Programs
Hours:	Up to 20 hours/week
Hourly Wage:	\$14.00
Duration:	3 months (possibility of extension)
Date of Posting:	Mar. 6, 2019
Deadline to Apply:	Mar. 20, 2019
Job Summary	
<p>Working closely with the MBA Recruitment and Admission team, you will provide support, perform administrative tasks and help troubleshoot issues on our local and cloud information systems - all with the goal of improving the business and maintaining high quality data systems. Also as an active member of the marketing team, you will work closely with the Director of Marketing to provide support, deliver statistics, and perform administrative tasks.</p>	
Main Duties & Responsibilities	
<ul style="list-style-type: none"> • Perform regular database administration tasks, such as modification of the database structure, preparing data for uploads (working within Excel), running reports, downloading data; • To assist the database manager in all areas of administering the database and also working on specific database projects as requested; • Administrative duties; • Assist in the preparation of marketing materials, which include e-mail campaigns, information session invitations, etc.; • Assist in creating, editing and publishing content to the website; • Other duties as assigned 	
Minimum Education and Experience Required	
<p>DEP One (1) year related experience</p>	
Other Qualifying Skills & Abilities	
<ul style="list-style-type: none"> • Strong organizational skills; • Advanced Excel skills; • Ability to work autonomously; and comfortable working within a team environment; • Problem solving and analytical skills; • Fluent English, strong verbal and communication skills. 	
HOW TO APPLY	
<p>Please submit your application online at: hr.mgmt@mcgill.ca McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.</p>	