

AMUSE Posting	
Position Title:	Communications Assistant A (Schulich Ambassador)
Hiring Unit:	Recruitment Office
Supervisor:	Nicholas McCormick
Work Location:	Schulich School of Music
Hours/Week & Schedule:	Weekly hours vary depending on the tour schedule and recruitment events taking place at the Schulich School of Music.
Hourly Wage:	\$13.75
Planned Start Date & End Date:	May 1 st 2019 – August 30 th 2020
Date of Posting:	April 5 th 2019
Deadline to Apply:	April 19 th 2019
PRIMARY DUTIES	
<ol style="list-style-type: none"> 1. Greets clients and answers general inquiries with a positive attitude. 2. Gives tours or attends recruitment events. 3. Helps prepare promotional materials. 4. Prepares documents such as promotional materials, marketing materials and emails. Such preparation may include taking photos, sorting, collating, filing, scanning, photocopying and shredding. 5. Distributes of promotional items, such as leaflets, documents, and items. A log to track these items may be required. 6. Provides general assistance at events such as open house and alumni events. 7. Acts as guide during tours of campus and libraries providing information and details regarding the area. 8. Using established scripts, contacts external individuals regarding their application. (i.e. phone-a-thon) 9. Collects data on prospective students and submits this information to recruitment office. 10. Performs basic word processing functions. 11. Maintains immediate work area in a clean and orderly fashion 12. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent. 	
EDUCATION/EXPERIENCE	
Students currently enrolled in the Schulich School of Music.	
OTHER QUALIFYING SKILLS & ABILITIES	
<ul style="list-style-type: none"> • Strong communication and interpersonal skills • At ease talking to groups of people • General knowledge of Schulich's facilities and student life • Additional languages (French) an asset 	
HOW TO APPLY	
To apply, please submit your CV to nicholas.mccormick-gagnon@mcgill.ca	
<p><i>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.</i></p>	

