



Do you believe in the power of ideas, possibility, and in building community? ACAD is looking for two (2) reliable and service-oriented

Casual Student Recruitment Assistants

(Competition #1718-JN-AC-43)

Working closely with the Student Recruitment team and under the supervision of the Director, Student + Enrollment Services, the Casual Student Recruitment Assistants will assist with: event support, recruitment planning and execution, phone calls, application evaluation, and other administrative duties as required.

This summer, we are looking for 2 individuals who can work effectively independently and on a team, take direction, learn quickly, and promote a positive atmosphere.

The successful candidate must have:

- A post-secondary diploma or degree with a minimum of two (2) years' administrative experience. Post-secondary work experience would be an asset.
- Experience with event planning, high volume customer service roles, and database management would be preferred
- Intermediate to Advanced Microsoft office skills
- Excellent interpersonal skills, highly organized, and strong written and verbal communication
- Ability to maintain confidentiality and discretion
- A high degree of accuracy and demonstrated attention to detail

Hours of work are up to thirty-five (35) hours per week, from July to mid-September. Office hours are 8:00am – 4:30pm Monday to Friday. As a member of the AUPE bargaining unit (Local 071/006), this casual position pays an hourly rate of \$17.34.

Why ACAD?

A leading centre of education and research since 1926, ACAD energizes art and design in Canada and internationally. We engage the world, create possibilities, and connect with brilliant minds in all corners of the globe.

Above all, we are passionate about art and design and the people who create it.

Calgary is our home base – a vibrant, cosmopolitan urban centre, a safe and friendly atmosphere, and outstanding potential for adventure in nearby mountain parks.

We hope you will join us at ACAD (where creativity matters).

How to Apply

>>>Please submit applications via our [careers page](#). The application must include a cover letter (outlining your availability and interest in a casual position) and current CV.

Applications must be submitted in a single PDF document.

Once you have created an account, choose the “Upload Resume” option. You will only be able to upload one file, so **make sure all required material is combined into a single PDF document**. Incomplete submissions may not be considered. Once you have submitted your application, **you will not be able to make changes or add additional documents**. Please visit ACAD’s [How to Apply](#) page to ensure your application is complete prior to submission.

Deadline to apply is: July 2, 2018 @ 10:00pm MST

Further information about the College is available on our website at www.acad.ca.

ACAD is an equal opportunity employer and is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversity of the College. We encourage expressions of interest from all qualified applicants for consideration for this or other suitable vacancies although applications from Canadian citizens and permanent residents will be given priority.

The collection of personal information is for the purpose of determining eligibility and suitability for employment as authorized by the Freedom of Information and Protection of Privacy (FOIP) Act, section 33(c). If you have any questions about the collection of your information, please contact our FOIP Coordinator at foip@acad.ca.

While we thank all candidates for their interest, only applicants selected for an interview will be contacted.