



NORTHERN ONTARIO SCHOOL OF MEDICINE

JOB POSTING	
Competition Number:	2017-1077-KW
Position Title:	Student Assistant
Hourly Rate:	\$11.40
Unit:	Postgraduate Education
Location:	Sudbury
Term:	Term to September 1, 2017
Competition Closing Date:	May 24, 2017

Who is eligible?

Post-secondary students who are currently enrolled full-time in a recognized college or university with Canadian accreditation.

RESPONSIBILITIES:

Tasks may include, but are not limited to, the following:

1. Assists the Unit as needed with general administration projects.
2. Undertakes routine administrative tasks including arrangements for catering, campus deliveries, printing, photocopying, collation of documents and general clerical duties.
3. Assists Administrative Assistants as needed and provides other general assistance as needed.
4. Gathers and collates documentation to support the Unit.
5. Creates and organizes files.
6. Enters data into administration databases.
7. Conducts secondary research for special projects.
8. Uses multiple office software applications including word processing, database management, spreadsheets, graphics and presentation software, email, and internet. Keyboards correspondence, reports and other documents.
9. Interprets and applies organizational policies and workplace rules as appropriate.
10. Acts as a role-model of the organization's values in daily work activities.
11. Performs other duties as assigned.

QUALIFICATIONS:

Education:

- Completion of secondary school and full-time enrollment in post-secondary institution

Experience:

- Experience working within an academic setting would be an asset
- Office administration would be an asset

Knowledge of:

- Advanced level computer applications in Microsoft Office
- The Occupational Health & Safety Act and Regulations that apply to the work being performed

- Office practices and procedures
- Proficient in Adobe Acrobat Professional would be an asset

Abilities to:

- Effectively communicate: face-to-face, phone, fax, email
- Effectively and accurately communicate technical information in writing
- Understand and follow instructions
- Work independently and as part of a team
- Input data, maintain records and type with accuracy
- Operate a PC and work comfortably in a computerized office environment
- Gather and compile information and draft documents
- Plan, organize and prioritize work
- Create, compose, edit and proof-read written materials using exceptional attention to detail
- Analyze and solve problems typically associated with responsibilities
- Use discretion and maintain confidentiality
- Work within established organizational practices, protocols and policies
- Work in a consultative and collaborative fashion with a variety of other units to further overall school strategic objectives

Personal Suitability:

- Excellent interpersonal skills
- Confident; enthusiastic; reliable
- Strong initiative
- Mental and physical fitness to perform essential job functions
- High tolerance for change and ambiguity
- Balanced life-style
- Strong interpersonal skills and ability to work as part of a team
- Flexibility
- Willingness to learn

Language:

- Must be able to communicate effectively in English (verbally, written, and comprehension)
- French language skills would be a considerable asset.

Interested candidates are invited to submit a resume quoting the competition number # **2017-1077-KW** no later than **May 24, 2017 at 4:00 pm** to:

Northern Ontario School of Medicine
Attention: Human Resources
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6
Email: HR@nosm.ca
Fax: (705) 671-3880

The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at hr@nosm.ca.

The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.