PRAIRIE COLLEGE

Student Development Assistant

Hours: 10 hours/week from August to May (10 months)

Wages: 17.50/hour

Beginning Date: As soon as possible

Contact: Shannon Warnock

Email: Please submit your completed application form to hr@prairie.edu

Phone: 403.443.3030

POSITION MISSION: This position exists to support the mission of Prairie College to "train and mentor Christians through biblically integrated postsecondary education" by providing administrative, organizational, and communication support to help promote student growth, engagement, and well-being. Your closest team members are the student development personnel. You will also interact with our broader staff, as well as members of our student leadership team.

ACCOUNTABILITY: Report to the Dean of Students.

DUTIES AND RESPONSIBILITIES: General responsibilities include but are not limited to those noted below.

- Provide general administrative assistance to the Student Development Department.
- Assist with scheduling meetings, maintaining calendars, preparing documents, and organizing department information.
- Maintain accurate records related to Student Development programs and initiatives.
- Assist with tracking student participation, attendance, and other data entry and reporting.
- Prepare materials, forms, sign-up sheets, and other resources for Student Development activities.
- Assist with student communication and follow-up.
- Support Student Development staff in creating an environment where students feel known, valued, and cared for.
- Maintain appropriate confidentiality and professional boundaries when working with students.

QUALIFICATIONS AND CHARACTERISTICS:

- Knowledge of and enthusiastic commitment to Prairie's mission, doctrinal position and standards as outlined in the Foundational documents and the Employee Handbook.
- Active involvement in and commitment to the local church.
- Strong interpersonal and communication skills.
- Dependable, organized, reliable, initiative taker, and able to work well as a part of a team.
- Ability to maintain confidentiality and exercise good judgment.
- Comfortable interacting with college students from a variety of backgrounds and experiences.
- Basic proficiency with common office, email, and digital communication tools.

SCHEDULE:

- Flexible daytime hours in consultation with Student Development. Crossover with other department members will be important.

SUCCESS IN THIS ROLE:

- A successful Student Development Assistant will help the department function effectively behind the scenes while contributing meaningfully to the student experience. They will help create a campus culture in which students are known, connected, cared for, challenged, and encouraged to grow in their relationship with Christ.

In accordance with the standards of the government, preference will be given to qualified applicants who hold Canadian citizenship or are a permanent resident of Canada.

Prairie's goal is to complete as soon as a qualified applicant is found. However, applications will be received until the position has been filled by a qualified person.