



**Notice of Job  
SAO-001-08**

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Job Title:	Student Leader
Department/Campus: Reports to:	Student Services Student Affairs & Orientation Officer
Salary Range:	\$8.75 per hour
Job Posted On: Job Posted until:	July 24, 2008. August 8, 2008.
Posting Type:	Part-time student employment

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Student Affairs & Orientation is seeking 8 returning students to assist with preparation and execution of the Orientation Days program. These positions are effective August 14, 2008 – September 12, 2008 with varying amounts of hours. Successful candidates will be notified as applications are received and must be available from:

- August 14 - 22, 2008 9:00 a.m. until 5:00 p.m.
- August 25 - 28, 2008 6:30 a.m. until 4:00 p.m.
- September 2 - 12, 2008 various hours as required.

Additional hours are available on August 25 & 26 in the evening.

**Responsibilities:**

- Assist in a variety of ways with the preparation for Orientation Days
  - Assist in a variety of ways with the execution of Orientation Days
  - Responsible for completing all tasks assigned
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**Required Qualifications:**

- Minimum 2.0 GPA
  - Ability to communicate effectively in the English language
  - Maintain professional appearance and be a representative of the College
  - Attention to detail
  - Organizational skills
  - Punctuality
  - Must be in financial need
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Please apply at: [www.algonquincollege.com/studentservices/sao/studentleader](http://www.algonquincollege.com/studentservices/sao/studentleader)

Algonquin College values diversity and is an equal opportunity employer. While we thank all those who apply, only those to begin the interviewing process will be contacted.