



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

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Job Title: Student Volunteer

Department/Campus: Student Services  
Reports to: Student Affairs & Orientation Officer

Job Posted On: July 24, 2008.  
Job Posted until: August 8, 2008.

Posting Type: Volunteer

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Student Affairs & Orientation is seeking returning students to volunteer in the execution of the Orientation Days program. These positions are effective August 15, 2008 – September 12, 2008 with varying amounts of hours. Volunteers will be confirmed as applications are received and must be available from:

- August 15, 2008 10:00 a.m. until 3:00 p.m. (Orientation Session)
- August 25 - 28, 2008 6:50 a.m. until 11:30 a.m.
- September 2 - 12, 2008 various hours as required.

Additional support is needed 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
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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.