

**Department:** Centre for Sports, Recreation & Wellness

To advertise athletic/clubs/special events at both campuses by distributing posters/flyers throughout New Westminster & Coquitlam campuses, and the community, on a weekly-basis.

To assist users of the Fitness Centre.

**Qualifications:**

Must be enrolled in, and maintain, a minimum of one or more (3 credit) courses at Douglas College or other accredited public post secondary institution in British Columbia, throughout the SUMMER 2009 semester.

International students must be enrolled in full-time studies (a minimum of 3 credits in the SUMMER 2009 semester, and must have been enrolled in at least 9 credits for each of the preceding Fall and Winter terms) to qualify to work as a Student Assistant. An original copy of a Social Insurance Number (SIN) and an original study/work permit are required by law before commencing work at Douglas College. An International Student who is not a Douglas College student but is an International Student at another public post-secondary institution is eligible to work at Douglas College as a Student Assistant only if s/he has a valid "Off-Campus" Work Permit.

Proof of enrolment from the other post secondary institution is required for domestic and international students.

Good organization and communication skills.

Must be able to meet deadlines.

Must have completed or be willing to complete a CPR and First Aid course.

**Duties:**

Staff an "Information Table" in the College concourse and atrium, to provide information on special events/games/clubs.

Distribute posters/flyers, as already stated.

Assist users of the Fitness Centre.

Liaise with the Douglas College Student Union.

**Salary:** \$8.52/hour.

Hours: Up to a maximum of 15 hours/week.

Work Term: May 4 - August 15, 2009.

Deadline Date: Friday, June 26, 2009.

Early applications will be considered first, this posting may close before the deadline date.

