

NEW BRUNSWICK

COLLEGE OF CRAFT & DESIGN

457 QUEEN STREET TEL: (506) 453-2305
PO BOX 6000 TOLL FREE: 1-877-400-1107
FREDERICTON, NB NBCCD.CA
E3B 5H1, CANADA

Student Services is hiring an Engagement Assistant! See below for details.

Position: Engagement Assistant

Hours of work: Flexible, to be determined in consultation with the successful candidate

End date: End of the academic year, with possibility for renewal

Pay: \$21 an hour

Qualifications:

- Current NBCCD student
- Ability to communicate clearly and effectively
- Excellent research, writing, and synthesizing skills
- Familiarity with different design tools (e.g., Canva, Adobe Creative Suite)
- Creative problem-solving abilities, self-motivated, and able to work independently
- High attention to detail

Responsibilities:

- Draft, organize, and put together student newsletters
- Conduct research on student events, student bursaries/scholarships, and opportunities relevant to our student population
- Design and print engaging graphics and promotional materials for events
- Provide occasional support for student life programming and events
- Take on other related tasks as needed to support the Student Services team

How to Apply: Interested students should submit a resume and cover letter to studentlife@nbccd.ca by **Friday, October 3**. In your cover letter, please explain clearly why you are a suitable candidate for this role.