Workshop Assistant

GradProSkills empowers Concordia graduate students and postdoctoral fellows to engage with community resources, optimize their graduate school experience and equip themselves to realize their professional and academic goals. If you would like to improve your organization and communication skills, and contribute to the mission of GradProSkills, we encourage you to apply to join the 2019-20 GradProSkills Team as a “Workshop Assistant.”

The workshop assistant plays an important role in ensuring the smooth delivery of our workshops and events, by supporting the workshop leader and GradProSkills administrative staff. They attend workshops to prepare the space, take attendance, distribute materials, troubleshoot any space and technical problems, respond to student inquiries, promote related workshops, collect feedback, and return the space to its proper order. After the workshop they debrief their experience with the workshop leader and the GradProSkills staff, and enter feedback forms electronically.

Requirements:

- MUST be a graduate student, preferably a PhD student, currently enrolled in a Concordia graduate program and continuing in program until April 2020.
- Previous experience supporting the delivery of events in an academic environment.
- Very good communication and interpersonal skills.
- Strong organizational skills.
- Ability to troubleshoot when required.
- Flexibility in terms of schedule and organization of work.
- Demonstrated ability to perform professionally both independently and in a team environment.
- Familiarity with Concordia facilities, services and the GradProSkills program.
- Willingness to work on other GradProSkills events/activities as required.

Application process:

- Interested applicants must submit, by email, their resume with a cover letter before the deadline: Monday, April 15, 2019 at 11:59pm.
- If applying for multiple positions, you must submit a separate email for each position. Applicants are expected to tailor their resume and cover letter for each position.
- Applications must be sent to: gradproskills-jobs@concordia.ca. Please use the position title as the subject.
- We would like to thank all interested graduate students for their applications. Only those candidates selected for an interview will be contacted before May 31, 2019.
- If selected for the position, we will require approval from your Graduate Program Director or graduate program supervisor to confirm you are in good academic standing and that the time commitment of the position will not interfere with your program requirements.