FutureBound

DEVELOP NEW SKILLS. GROW YOUR NETWORK. *BE CAREER READY.*

Concordia UNIVERSITÉ · UNIVERSITY

STUDENT SERVICES
Student Success Centre

FutureBound, Concordia University | *Data Management Program Assistant*

Prepared for Today, Ready for Tomorrow

The Student Success Centre (SSC) is a welcoming support network of resources and opportunities to engage and empower students to realize their individual, academic and long-term goals – bridging academic experience with personal and professional development. FutureBound is the Student Success Centre's skill development program for undergraduate students, helping students develop and practice the skills they need to navigate increasingly complex careers.

The Role

The FutureBound Program Assistants will support the day-to-day operations and overall development of the program. The Data Management Program Assistant will additionally assist with the collection, analysis, and maintenance of data for the FutureBound program. This role requires existing knowledge of data management and a high level of Microsoft Excel proficiency, in addition to the skills and attributes expected of all Program Assistants.

Key responsibilities:

- Perform administrative tasks in support of the FutureBound program (e.g., Eventbrite, certificate tacking, and email list management)
- Assist with all workshop hosting responsibilities and event planning responsibilities
- Assist with the collection, tracking, analysis, and maintenance of data
- Participate and lead outreach initiatives (e.g., Classroom announcements, meet and greets, virtual and in-person events)
- Assist with the implementation of our communications strategy
- Liaise and build connections with student associations, departments, and faculties
- Attend regular team meetings and professional development trainings
- Contribute to ongoing research to support the program's development
- Participate in the ongoing program development design process

The Program Assistant role requires the following skills and attributes:

- **Service-oriented:** You are enthusiastic about supporting students to have exceptional experiences in the FutureBound program.
- **Passionate and committed:** You are excited about learning more about career development, skill development, and emerging workforce trends.
- **Professional:** You demonstrate a high level of professionalism in all interactions, both in-person & online.
- **Strong communicator:** You communicate professionally and clearly in all interactions. You write clear, engaging and cheerful emails, respond promptly and professionally, and proofread all content before sending anything through email or social media.
- **Relationship-builder:** At all FutureBound events and interactions, you ensure participants are ready to learn and that the facilitator has everything they need to run a great workshop. You are kind, friendly, and supportive with your colleagues.
- **Organized, detailed oriented with strong coordination skills:** You demonstrate attention to detail with all responsibilities. You approach projects in a systematic, consistent and efficient way. You triple-check data and request feedback when necessary.
- **Collaborative & team-oriented**: You take an inclusive approach to all projects, and support colleagues to achieve their goals with humility and enthusiasm.
- **Proactive & resourceful:** You do what it takes to get your job done. You fulfill daily responsibilities and take initiative at all FutureBound events to ensure they run as smoothly as possible.
- **Adaptable & flexible:** You adapt your role and responsibilities to meet the goals and needs of the FutureBound program.
- **Eager to learn:** You are grateful for learning opportunities and excited by a chance to stretch your skill set. You make the most of all professional learning experiences.
- **Ethical:** You display high standards of honesty, integrity, and confidentiality in interactions with students, colleagues and the public.
- **Tech-savvy:** You have experience using Zoom, Excel, Google Drive, and Microsoft Office 365. A high level of proficiency with Microsoft Excel is required.

Assets:

- Experience participating in student life at Concordia
- Have already participated in the FutureBound program

Further details:

All undergraduate and graduate students at Concordia University are encouraged to apply.

Applications Due: Please email the following materials to futurebound@concordia.ca no later than **Friday, May 31, 2023.**

- CV
- A 300-500 word statement describing who you are, your experiences, and why you think you're a good fit for the role.

Please include the following as your subject header: *Data Management Program Assistant Application - [YOUR NAME]*

Start Date: August 2023; exact date to be determined based on scheduling and availability.

Total Hours: Approximately 5-8 hours per week.

Salary: $16.75 per hour, subject to degree level.