



**Canadian Student  
Leadership Association**

**Association canadienne  
de leadership étudiant**

The Canadian Student Leadership Association is dedicated to supporting and encouraging student leadership in Canada. CSLA is currently offering two summer student positions to assist in the execution of the 2017 Canadian Student Leadership Conference hosted by the Waterloo Region District School Board in Waterloo, ON.

**JOB TITLE: BILLETING AND VOLUNTEER SUPPORT COORDINATOR**

Location: Waterloo, ON

Full Time/Part Time: 30 hrs / week

Wage: \$11.40 / hr

Reporting to the Conference Chairs, the Billeting and Support Coordinator is responsible for coordinating and supporting the needs of the billeting and volunteer committees in preparation for the 2017 Canadian Student Leadership Conference.

**Key Tasks:**

- Database and information management;
- Scheduling;
- Volunteer communication and outreach;
- Volunteer management and orientation;
- Administrative tasks relating to the billeting and volunteer committees.

**Successful Candidates will:**

- Be between 15 and 30 years of age at the start of employment, with preference given to students in their graduating year of secondary school seeking experience for post-secondary endeavors;
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Proficient computer skills, with experience using database and G-Suites or Google Apps for Education;
- Have strong communication and customer/client service skills;
- Be detail orientated;
- Have experience with the handling of private or confidential information;
- Have leadership, or related student leadership, experiences.

- Have a strong work ethic, organizational skills and ability to meet deadlines.

## **HOW TO APPLY**

For more information about the conference visit [cslc2017.studentleadership.ca](http://cslc2017.studentleadership.ca)  
Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [smillar@studentleadership.ca](mailto:smillar@studentleadership.ca) by **JUNE 2nd, 2017**.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Candidates will be required to provide two references.

CSLA is an equal opportunity employer, and applicants from the following communities who wish to self-identify may do so in their cover letter or resume: students with disabilities, Aboriginal students, and/or students who are a member of a visible minority.

### **JOB TITLE: EVENT ASSISTANT**

Location: Waterloo, ON

Full Time/Part Time: 30 hrs / week

Wage: \$11.40 / hr

Reporting to the Conference Chairs, the Event Assistant provides direct and immediate assistance to the conference chairs in preparation for the 2017 Canadian Student Leadership Conference.

#### **Key Tasks:**

- Database and information management;
- Scheduling;
- Event Logistics;
- Marketing and promotion;
- Communication and customer/client service;
- Administrative tasks relating to the conference.

#### **Successful Candidates will:**

- Be between 15 and 30 years of age at the start of employment, with preference given to students in their graduating year of secondary school seeking experience for post-secondary endeavors;
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;

- Proficient computer skills, with experience using database and G-Suites or Google Apps for Education;
- Have strong communication and customer/client service skills;
- Be detail orientated;
- Have leadership, or related student leadership, experiences.
- Have a strong work ethic, organizational skills and ability to meet deadlines.
- Have strong problem-solving and conflict resolution skills.

## **HOW TO APPLY**

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