

## JOB DESCRIPTION

Position	Project Assistant, Immigration Partnerships	Hours	Averaging 35 hrs/wk
Classification	Externally Funded	Date	Dec 2014
Dept	International & Aboriginal Affairs		
Reporting To	Manager, Immigration Partnerships	Group	Non Union

### PURPOSE:

The Project Assistant will assist the Department of International and Aboriginal Affairs along with the Manger of Immigration Partnerships in the coordination and facilitation of data collection, public outreach, and reporting for the Immigration Strategy Project. The Project Assistant will be responsible for office and project support which may include functions associated with planning, logistics, administrative activities, and communication within the University and externally.

### SPECIFIC RESPONSIBILITIES:

- Produce a variety of documents, reports, proposals, literature for project.
- Data entry and the creation of presentations and reports.
- Organize and maintain project files and databases.
- Assist in building attendee list and confirm attendance for public outreach meetings.
- Administer surveys for data collection and input data into databases.
- Follow-up with students, local business, and participating organizations to ensure data is collected via project survey.
- Compile data and assist with analysis of statistics and produce reports as necessary.
- Gather research information for project via internet, libraries, professional journals, phone research, etc.
- Prepare meeting materials, including reports, presentations, and agendas
- Take notes for meetings and public consultations.
- Maintain contact with internal and external groups for meeting preparation and coordination of meetings and community outreach events.
- Assist with logistics for special events, meetings, lectures, etc.
- Schedule meetings, arrange refreshments, and book rooms.
- Provide information and answer questions about program/project. Mail literature and reply to routine inquiries (email, fax).
- Report regularly to management on the status of operations, programs, and activities.
- Assist in project communications using various forms of social media, website, electronic mail, etc.
- Prioritize and perform multiple tasks simultaneously.

## **QUALIFICATIONS:**

- Successful completion of a college or university program.
- Ability to work in a team environment, maintain good relationships with university employees and students.
- Proficiency in MS Office, in particular spreadsheets, web browser, database use and ability to learn updated and/or new software quickly.
- Excellent interpersonal and communication skills, with tact and cultural sensitivity.
- Experience using social media.
- Ability to network within the CBU campus community and wider Cape Breton community.
- Self-motivated and dedicated.
- Flexible and adaptive.
- Good judgment skills and the ability to maintain confidentiality.
- Demonstrated ability to multi-task and work accurately and independently.
- Flexible and adaptable.