



The Manitoba Institute of Trades and Technology (MITT) is Manitoba's newest public college - a unique educational institution offering post-secondary certificates and diplomas alongside comprehensive, integrated secondary programming, all directly linked to current labour market needs. MITT gives students a competitive edge by providing the latest technology and training for careers in the areas of Health Care and Human Services, Information and Business Technology, and Skilled Trades.

PROGRAM ASSISTANT, ACTIVITIES & COMMUNICATION **17 to 20 hours/week**

The Program Assistant (PA), Activities & Communications will support the work of the Intercultural Programs Coordinator by planning socio-cultural activities that support the integration of students and foster community on campus.

Key Responsibilities:

- Plan activities that support the integration of students to the campus community.
- Promote events, activities and programs via the current newsletter, digital and print materials.
- Develop content for MITT's official social media platforms via Sprout Social.
- Analyze data to determine the interests and preferences of students.
- Support the SAI workshops, FIKA, MVP, folk & Tell, Class and Program Representatives and Intramurals.

Qualifications and Experience:

- Experience using Mail Chimp and Adobe Creative Suite programs
- Great interpersonal skills and experience working and motivating young adults
- Attention to detail and ability to prioritize work under minimum supervision
- Good intercultural skills and proven experience working with people from different cultural and ethnic backgrounds

Hourly wage: \$12.00

Application deadline: January 18, 2018

Quote 2017-023 in the email subject line.

Submit a cover letter and resume to Human Resources at hr@mitt.ca.

***We are growing, come grow with us.
MITT offers a challenging, team-oriented work environment, competitive income and benefits,
and opportunities for professional and personal growth and development.***

MITT is committed to an employment equity practice that achieves a workforce reflective of the community at large. Applicants are encouraged to self-declare. This position requires the successful completion of a Criminal Record check including vulnerable sector.

We thank all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.