



Woitas Centre Student Assistant (Part Time)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkínstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Otipemsiwak Metis Government, Districts 6 (Calgary Elbow), St. Mary's is focused on developing the whole person: mind, body and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

WHAT WE ARE LOOKING FOR:

The Woitas Centre seeks an engaging individual with well-developed communication skills to help with preliminary set up and communications with potential school division and community partners.

WHAT WILL YOU DO:

- Initiate telephone and email contact with community partners;
- Aid in the development and execution of a survey
- Perform administrative tasks, as needed
- Remain in regular contact with the Dean of Education

QUALIFICATIONS & ATTRIBUTES :

- Completion of at least one year of university studies
- Be fluent with Word, Excel, and Survey Monkey
- Related experience working with the public or in an office setting
- Skills in the following areas: teamwork/collaboration, stakeholder service, communication, problem solving/planning, fostering an inclusive & respectful environment, and accountability
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to promote equity, diversity, and inclusion.

COMPENSATION:

This position works 8 hours a week with shifts that may include late afternoons, evenings, and Saturdays. Pay rate is \$15.38/hour plus 4% vacation pay.

This position may continue into future semesters contingent on performance.

APPLICATIONS:

All applicants must submit a cover letter and resume, along with salary expectations directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: "Woitas Centre Student Assistant" by end of day on February 7. We are unable to accept applications and dossiers through third party platforms.

St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee (EDI@stmu.ca) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources (careers@stmu.ca). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.

*We thank all applicants for their interest, however only those applicants being interviewed will be contacted. **No phone calls please.***

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