



Canada Summer Job: Student Recruitment & Events Assistant (Full time: 10 weeks – June 23 to August 30, 2025)

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 Otipemisiwak Métis government, District 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:

We are seeking an outgoing, detail oriented, and motivated student to join our Recruitment and Community Engagement team within the Registrar's office. Reporting to the Team Lead - Recruitment, the Student Recruitment & Events Assistant will engage positively with prospective StMU students and their families, assist with planning and preparing for new student events in the fall, engage with the community at events on and off campus, audit recruitment print materials, and organize recruitment data and statistics.

WHAT WILL YOU DO:

- Assist with planning and preparing for events and programs such as New Student Orientation, Counsellor Update Breakfast and the Student Ambassador program.
- Provide campus tours for prospective students and parents interested in StMU.
- Assist with responding to inquiries via email and phone calls from prospective students.
- Outreach to students who have applied to StMU but have not yet registered in courses to answer questions or provide information that will help them decide to attend StMU.

- Strategize new recruitment events or initiatives to increase applications and enrolment for the 2025/2026 year.
- Organize recruitment data such as outreach and inquiry statistics.
- Review and suggest edits for published recruitment materials such as the viewbook and website.
- Other administrative duties as assigned.

*May involve minimal evening or weekend hours with advance notice.

The successful candidate will work 37.5 hours per week from June to August under the Canada Summer Jobs (CSJ) initiative, a Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to support all young Canadians to develop the skills and gain paid work experience to successfully transition in the labour market.

QUALIFICATIONS & ATTRIBUTES :

- At least 2 years of completed postsecondary education.
- Some experience working in customer service roles is preferred.
- Must be detail oriented, outgoing and personable, be able to take initiative, and work well both in a team and independently.
- Must be comfortable with computer use and have a good working knowledge of MS Office Suite, especially Excel.
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to promote equity, diversity, and inclusion, as well as Truth and Reconciliation.
- Preference will be given to an StMU student or Alumni.

Candidate Criteria Based on Canada Summer Jobs Grant Requirements.

- Must be between 15 and 30 years of age (inclusive) at the start of employment.
- With the exception where an individual has a disability or a legitimate barrier to availability, the individual will work a minimum of 30 hours per week for a period of six to sixteen consecutive weeks, and the hours of work will not exceed 37.5 hours per week.
- Work duties and activities must be completed inside of Canada.
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*, and is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.
- Must be employed as a contract employee in an employer – employee relationship with the University (i.e., cannot be used for self-employment).
- Must not be immediate family of the hiring manager, officer or director of the University without prior agreement by CSJ grant funder.

WHAT YOU CAN EXPECT:

The CSJ program objectives align with the redesigned Youth Employment and Skills Strategy and are as follows:

- provide quality work experiences for youth
- respond to national and local priorities to improve access to the labour market for youth who face unique barriers
- provide opportunities for youth to develop and improve their skills

Wage: \$15.38/hour, plus 4% vacation pay

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: "Student Recruitment and Events Assistant" by end of day on May 16, 2025. 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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