



Canada Summer Job: Student Recruitment Assistant (11 weeks: June 22 to September 4, 2026)

ABOUT ST. MARY'S UNIVERSITY:

Our Vision: To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

Our Mission: Open to all and grounded in the [Catholic Intellectual Tradition](#), St. Mary's University educates the whole person to inspire and empower tomorrows engaged, global citizens for the future.

Our Values: As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on liberal arts and sciences, 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 is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit <https://stmu.ca> and <https://stmu.ca/about-us/strategic-plan/>

ABOUT THIS OPPORTUNITY:

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.

Main responsibilities for this position will include:

- 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.
- Represent St. Mary's University at community events.
- 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.

VALUES & ATTRIBUTES:

- Alignment with institution values and strategic plan pillars.
- Upholding core competencies associated with the institution's four pillars.
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to foster equity, diversity, and inclusion, as well as Truth and Reconciliation.

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

OUR COMMITMENTS:

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at <https://stmu.ca/campus-life/indigenous-initiatives/>. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality.



APPLICATIONS:

Please email application packages to Human Resources at careers@stmu.ca in one .pdf formatted document with the Subject Line of: "Student Recruitment Assistant" by May 29th. All applicants must submit a cover letter, resume, and contact information of three most recent supervisors and/or written letters of recommendation. Previous employees should submit an updated resume and updated credentials if applicable.

*We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. **No phone calls please.***