



TRENT DURHAM
STUDENT ASSOCIATION

TDSA Job Posting

Position: Executive Assistant

Applications Due: Monday, August 15, 2016

Email applications to jobs@mytdsa.ca or drop them off at the TDSA Office in Room 122 on the Trent Durham campus

Start Date: September 1, 2016 or ASAP

End Date: March 31, 2017

Wage: \$11.50/Hour

Hours: Minimum of 240 hours (10 hours a week September, October, November, January, February, and March) with a maximum of 360 hours available at the discretion of the President.

Traits: The desired applicant will be personable, professional, outgoing, organized, independent, and must take initiative.

Skills: Familiarity with Microsoft Word, Excel, Photoshop and Google Apps desired. Applicants are encouraged to share complete skillset.

Job Details:

1. The Executive Assistant will be delegated tasks by the President on a weekly basis. Whereas, the Operations Coordinator, VP Campus Life, and VP University Affairs will present tasks to the President in which they require assistance with. Whereas, the President will then distribute these tasks to the Executive Assistant based upon priority and level of need.
2. These tasks may include
 - a. Assisting in the management of clubs on campus.
 - i. a. Reviewing applications for new clubs.

- ii. Collecting all event forms from club executives and ensuring proper protocol is followed.
 - b. Assist in the execution of TOSA's annual Orientation perhaps with an emphasis on organizing a club presence during the event.
 - c. Assist the Executive with market research
 - d. Assist in managing and coordinating the TOSA Website and social media
 - e. Assist in developing campaign materials and organization and management of events
 - f. Assist in developing campus life event and initiative materials and organization and management of events
 - g. Data Entry
3. The Executive Assistant may be hired to compliment the skill set of the TDSA office. For this reason, the list of tasks above are examples and are open to change at the discretion of the Executives in the hiring process.