

# SUMMER STUDENT JOB DESCRIPTION



## MISSION

May 2017

The Summer Student (SS) position is a full-time temporary position intended specifically for post-secondary students who are enrolled in school and are returning to school in September 2017.

The primary responsibilities of the SS are to support the leadership team with administrative tasks and to support project/conference teams in the planning of events. The SS enjoys working in teams, has excellent communication and data management skills, is highly professional and aligned with BUKSA's core values, and thrives in a fast-paced environment.

This position is based in Edmonton, with some travel required. Ongoing training and mentoring will be provided.

## ACCOUNTABILITIES

Effective and professional communication, both verbal and written, at all times	Schedule appointments, meetings, and teleconferences and prepare meeting packages
Prepare correspondence to clients, speakers, and sponsors	Phone calls and emails
Research and prepare contact lists	Organize supply boxes and shipping for events
Maintain and update databases	Prepare and organize conference supplies, materials, on-site binders, and delegate packages
Respond to registration enquiries and process registrations over the phone	Coordinate mail outs and email promotions
Draft and organize process documents and template documents	Other duties as assigned
Assist with speaker follow-up	

## KEY COMPETENCIES

Communication, written & oral	Attention to Detail	Initiative	Accuracy
Stress Management	Integrity	Team Player	Adaptability and Flexibility
Self-Awareness			

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## OTHER REQUIREMENTS

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- Must be a post-secondary student, returning to school in September 2017
- Experience with Microsoft Office (Word, Access, Outlook, PowerPoint and Excel) and databases
- Driver's license and own vehicle an asset
- Some travel required
- Excellent written and verbal communication
- French speaking and writing abilities an asset
- Ability to actively and consistently represent the values and goals of the company

**Compensation** \$15/hour

**Start Date** June 5, 2017 or ASAP

## APPLICATIONS

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To apply, complete the Career History Form on the BUKSA website ([www.buksa.com/Careers](http://www.buksa.com/Careers)), and email it along with a cover letter and resume to [careers@buksa.com](mailto:careers@buksa.com) by **Friday, May 26, 2017**. Applications submitted without the Career History Form will not be considered. Only applicants selected for an interview will be contacted.

We look forward to hearing from you!