**Department**: Women in Maritime Leadership Conf  
**Supervisor**: Vineeta Dhillon

**Job Title**: Student Assistant – Office  
**Hours to be Worked**: 10 hours a week

**Pay Level**: 2  
**Hourly Pay Rate**: $15.50/hr

**Job Summary (purpose of nature of work)**: Performs a variety of general event related tasks.

**JOB DURATION**: January 20-March 20, 2022

**Job Duties**:

- Create, print, post, and hang flyers for WML. Take down all flyers after the event.
- Follow-up on
  - WML related emails
  - space reservations,
  - Registration on eventbrite
- Make WML related announcements at Formation
- Print and assemble attendee nametags
- Assemble WML conf materials
- Assemble speaker gifts
- During the conf:
  - Set – up and take down of signage
  - Assist at the registration table
  - Assist with parking needs if necessary

**Required (or Preferred) Skills, Knowledge, and Abilities**:

- Typing and keyboard skills and the ability to use standard office equipment
- Ability to create artistic flyers for events with the use of Canva, Photoshop, etc.
- Ability to use word processing, excel, and other Office products
- Ability to respond to phone and in-person inquiries or route calls as appropriate
- Excellent interpersonal skills
- Knowledge of English grammar, spelling and punctuation