



## Student Assist Position Northwest Campus



### Ideal Candidate:

We are looking for a student who is reliable and responsible, has excellent communication skills and has the ability to problem solve, Some teleconferencing experience preferred.

## Join us immediately!

The Student Assist position facilitates the UNBC Northwest Campus to remain open for student use and evening classes. Shifts are from 4:30-9 pm on weekdays and 8:30-4:30 on weekends. Shifts are accommodated with your schedule; most Student Assists work 1-2 shifts per-week.

### Duties include:

- Open/lock up classrooms; lock up gate
- Arming the building
- Set up audio/visual equipment, as needed
- Assist instructors as needed with access etc.
- Technical skills desirable or will train

### Contact:

Melinda Bahr, Campus Development Liaison and Operations Manager  
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