**Student Employment Opportunity (Part Time)**

**Campus/ Department:** Corner Brook Campus – Community & Continuous Learning  
**Position:** CCL Student Assistant

Applications are invited for the following CCL Student Assistant part-time student position at College of The North Atlantic.

**Student Work and Service Program (SWASP)**  
SWASP applicants must be currently in post-secondary or returning to post-secondary in the 2022-2023 academic year.

**Deadline to Apply:** Wednesday, October 26, 2022

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**CCL Student Services Assistant** (1 position SWASP)

Assist with various Community & Continuous Learning office related tasks.

**Responsibilities Include:**
- Audit past contract training files to ensure that the documentation required is included in all file folders.
- Prepare a list of missing documents not included in the files and after being provided the documents,
- Organize files in archives
- Assist with the preparation of training files for future training deliveries and
- Other duties as required.

**Qualifications:**
The candidate should be proficient in Microsoft Word and Excel. These skills would normally be acquired through the completion of at least one year of post-secondary program, preferably for students who have completed at least one year of a Business or Office Administration program. The student must possess excellent communication skills and be able to work with a team or independently.

**Duration:** 7 Weeks  
**Hours per week:** 10 hours

**SWASP Salary:** $6.85 /hour student salary and $6.85 / hour tuition voucher applied to the student account at the end of 7 weeks / 70 hours of work.

Send your Resume, Cover Letter and References to:  
Chantelle Troy, Business Development Officer  
Email: chantelle.troy@cna.nl.ca

Please note, only candidates selected for interviews will be contacted.