



**SAINT MARY'S**  
UNIVERSITY SINCE 1802

FACULTY  
OF SCIENCE

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## Safety, Advising, and Outreach Assistant Dean of Science Office

The Dean of Science Office requires a student assistant to aid in the implementation of existing and new communication initiatives related to Science Advising, Outreach, and Safety. Related tasks include:

- Co-ordinate and deliver on campus and off campus outreach activities.
- Assist with the development of safety related documents (i.e. Standard Operating Procedures, Handbooks, procedure posters, etc.).
- Prepare material for the Undergraduate Programs Officer, including:
  - Research, document, and print advising related materials,
  - Assist with and prepare posters for awards and events,
  - Support for other projects, as needed.
- Liaise with Faculty of Science members and other offices on campus (i.e. Alumni Office, Human Resources, ITSS, Recruitment Office, Registrar's Office, and Student Services, etc.) in order to acquire and develop required documents.
- Assist with reception support for the Dean of Science Office.
- Other office support, as needed.

This is a **part-time position** which would commence no later than **Monday, February 27<sup>th</sup>, 2012** and would run for approximately 12 weeks. The successful student should be available to work on **Mondays and Wednesdays**. The rate of pay would start at **\$15.00/hour, based on 15 hours/week**. Experience will be considered in setting the final rate of pay.

### **The successful student should have:**

- Experience with MS-Word and MS-Excel. Experience with MS-Access a definite asset.
- Workplace Hazardous Materials Information System (WHMIS) Training and/or other equivalent safety training an asset.
- Good communication (both written and oral) and interpersonal skills.
- Be a Saint Mary's University student.

Interested students should submit a cover letter and résumé to the Dean of Science Office (Science Building, Room 221) by **4:30 p.m. on Wednesday, February 15<sup>th</sup>, 2012**. Electronic submissions can be sent to Ms. Courtney Merriam, Administrative Assistant to the Dean of Science, at: [courtney.merriam@smu.ca](mailto:courtney.merriam@smu.ca).