

Position: Student Project Assistant

Start Date: January 6, 2025

End Date: May 2, 2025

Salary: \$18.72/hr

Work Type: In-person

Work Hours: 35 hours per week

Arthur L. Irving Entrepreneurship Centre is a leading provider of university-based business support services in Atlantic Canada. Over the past 25 years, the Arthur L. Irving Entrepreneurship Centre has worked to enhance our community's prosperity by helping business and student leaders reach their entrepreneurial potential. Recognized regionally, nationally and globally for their programs, Arthur L. Irving Entrepreneurship Centre supports leaders through consulting, training, promoting entrepreneurship and cultivating community connections.

Arthur L. Irving Entrepreneurship Centre's mission is to create opportunities to connect students with businesses through training, mentorship, coaching and consulting activities along with a focus on growth, innovation and cultivating an entrepreneurial mindset.

Job Description:

Working for Arthur L. Irving Entrepreneurship Centre, you will be responsible for assisting the project manager in the planning and implementation of new entrepreneurial programs.

Duties:

- Main lead for Winter 2025 Ignition program
- General office assistance (i.e. answering inquiries)
- Establishing and maintaining professional relationships with clients, participants, and partners
- Organization and promotion of events such as workshops, speaker series, etc.
- Promoting programs to the community via presentations and emails
- Recruitment of participants and employers for programs



- Support the delivery of training programs
- Attend entrepreneurial ecosystem events (sometimes outside of normal 9-5 hours)
- Other duties as required

Qualification:

- Must be an undergraduate student studying at Saint Mary's University
- Able to write in a clear, concise, professional manner
- Able to work well independently and as a team player
- Proficient in a variety of office software (Microsoft Outlook, Word, Excel, PowerPoint, etc.)
- Able to work collaboratively
- Willing to learn
- High level of adaptability and engagement

The successful candidate must have exceptional customer service and communication skills, and be articulate, mature, and self-confident. The candidate must be able to demonstrate and provide examples of when or how they have shown initiative, time management skills, and creativity, and how they feel these experiences can be used to meet the various needs of the Centre. The candidate must also be very team-oriented and be willing to take on responsibility with enthusiasm.

Please apply by November 19 at 11:59 PM

For any questions, please email Natasha.fernandes@smu.ca