

High School Liaison Position

St. Jerome's Four-month Contract

The Office of the Registrar, St. Jerome's University, is seeking two Liaison Officer's to conduct visits to secondary schools for the purpose of liaison presentations, during the Fall 2010 term. We are looking for outgoing, charismatic student leaders who have loved their St. Jerome's experience. Ideal candidates will have a minimum of 3 years of university experience or a completed undergraduate degree. They need to be mature, confident, positive, flexible, and have exceptional public speaking abilities. The ability to relate positively to a variety of different people, to solve problems, and to work in a team environment are also important assets.

The position is a contract position beginning in early August and ending in late November. The first four weeks will involve an intensive training period; the remainder of the time will be spent traveling independently to high schools in Ontario and working at various liaison events such as the Ontario Universities' Fair in Toronto and Open House visits.

Your own car is not required, however you must have a valid driver's license for this position.

If you are interested in applying for this position, please send a cover letter and resume by **Friday, March 19th** to my attention at:

Ashley Dietrich
Manager of Recruitment and Admissions
St. Jerome's University
290 Westmount Road, North
Waterloo, ON N2L 3G3

Tel.: 519-884-8110 ext. 28270; Toll-free: 1-888-752-4636

Fax: 519-884-5759

Email: am2dietrich@uwaterloo.ca