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## POSTING NOTICE

**COMPETITION #:** SC-224-2526  
**POSTING DATE:** April 15, 2026  
**CLOSING DATE:** April 24, 2026  
**CLOSING TIME:** 12:00 PM  
**POSTED:** INTERNAL / EXTERNAL

**POSITION TITLE:** Summer Student – Marketing & Recruitment  
**PROGRAM AREA:** Marketing & Recruitment  
**CLASSIFICATION:** Field  
**SALARY:** Level 1, Non-Instructional Salary Grid  
**LOCATION:** Yorkton, SK  
**POSITION TERM:** May 4, 2026 to August 28, 2026  
**HOURS OF WORK:** 37.5 hours per week  
**STATUS:** Term / Full-time  
**IMMEDIATE SUPERVISOR:** Jenna Niebergall, Manager, Public Relations & Marketing

Applications including Resume & Cover Letter to [humanresources@suncrestcollege.ca](mailto:humanresources@suncrestcollege.ca)

### **Position Summary:**

Suncrest College is seeking a motivated and enthusiastic Summer Student to support the Marketing and Recruitment team. This position provides hands-on experience in marketing, communications, and community engagement, with a focus on supporting student recruitment initiatives and promoting the College across the region.

### **MAIN RESPONSIBILITIES:**

#### 1. Main Responsibilities:

- Support the Marketing and Recruitment team with day-to-day activities and projects
- Assist with social media content creation, including capturing photos and videos, writing captions, and scheduling posts.
- Help manage and update digital content (e.g., website updates, digital screens, promotional materials)
- Assist in coordinating and attending recruitment events, including community events, school visits, and parades
- Engage with local businesses and organizations to support scholarship fundraising initiatives
- Assist with setup and takedown of marketing displays and event materials
- Represent the College in a professional and positive manner at community events

#### 2. Additional Duties:

- Provide general administrative support as needed
- Other duties as assigned.

### **QUALIFICATIONS:**

#### 1. Education and Experience:

- The minimum educational qualification for this position is completion of a post-secondary program offered at Suncrest College.
- Recent graduate preferred.
- The minimum amount of practical, related experience required to perform the duties of this position is less than one year.
- Education and practical experience in marketing and branding considered an asset.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities:

- Strong interpersonal and communication skills
- Ability to work independently and collaboratively within a team environment
- Strong organizational and time management skills
- Creative thinking and attention to detail
- Familiarity with social media platforms (e.g., Instagram, Facebook, TikTok)
- Experience with design and marketing tools (e.g., Canva, Adobe Illustrator, Photoshop) is an asset
- Basic graphic design and content creation skills preferred

3. Other Requirements:

- Valid Saskatchewan Driver's license is required
- Satisfactory Criminal Record Check required
- Must be eligible to work in Canada for the duration of the work term