



**Job Title:** Student Experience Navigator

**Location:** Grenfell Campus, Memorial University

**Job Type:** 8-week student position for Spring/Summer 2025

\$18.25/hour for 35 hours per week

Flexible work hours will be considered

**Start Date:** As soon as possible

**Duties and Responsibilities:**

The Student Experience Navigator is an exciting opportunity for a current student to play a key role in helping applicants transition to registered students at Grenfell Campus.

Reporting to the Marketing Advisor and working with a small team of staff from Marketing and Communications, Registrar's Office, and Student Services, the Student Experience Navigator will take the lead in supporting and delivering initiatives designed to engage applicants in the weeks leading up to course registration.

The selected candidate will perform some of the following duties:

- Contacting incoming students
- Connecting with program chairs to develop and deliver program specific content for applicants
- Working with Marketing Advisor to develop student focused content for social media and Brightspace
- Promoting enhanced campus tours
- Providing in-person and virtual assistance with course scheduling in advance of registration
- Providing in-person and virtual assistance with registration
- Hosting online sessions on various topics

**Qualifications:**

1. Creative, enthusiastic, and professional.
2. Outgoing and approachable, with a friendly demeanor
3. Excellent written and verbal communication skills, able to interact clearly with applicants
4. Strong interpersonal skills and ability to work well in a team environment
5. Comfortable speaking in both in-person and online settings
6. Reliable and punctual with a commitment to supporting applicants
7. Basic video editing experience is an asset.

**To Apply:**

Please submit a cover letter and resume to:

Noah Park

Marketing Advisor | Marketing, Communications and Advancement

Email: [nbpark@mun.ca](mailto:nbpark@mun.ca)

**Deadline for applications: June 4**