Front Desk Administrative Assistant

Duties

- Be responsible to the Front Desk Supervisors, Services Manager, President, and General Manager.
- Greet and assist students and visitors in the CUSA Main Office.
- Answer inquiries concerning the CUSA Health and Dental Plan and other services offered by CUSA.
- Answer incoming emails and phone calls.
- Be responsible for room and equipment bookings, cheque distribution, and other administrative tasks assigned by the Front Desk Supervisors or the Student Services Manager.
- Complete supplemental projects related to one or more of the following portfolios: blog, internal communications, website, event support.
- Ensure the maintenance of a clean and safe work environment.
- Duties as assigned.

Requirements

- Membership in the Carleton University Students’ Association (taking at minimum .5 credits per semester).
- Awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism, ableism and ageism.
- Strong knowledge of Carleton University and CUSA services and departments.
- Established knowledge of Google Suite, and Office Suite.
- High levels of professionalism, and a strong understanding of customer service.
- Excellent organizational and team working skills.
- Exceptional written communications skills.
- Experience in the fields of clerical work, corporate communications, journalism, and/or event planning would be considered an asset.
- Required to work on campus at the CUSA office (public health guidelines permitting).

Term & Rate

November 2021 - April 2022. $16.11/hour at 8 - 12 hours per week. This is a unionized position with CUPE 1281.

How to Apply

Are traditional cover letters old school? We think so, instead tell us about yourself and why you want to work at CUSA in a multimedia format (eg, video, blog post, collage and write-up, slideshow, audio recording, or any other format you’d prefer). All applicants must submit a resume and class schedule.

Please submit your application via e-mail to:
Adil Tahseen, Services Manager at jobs@cusaonline.ca

CUSA values employment and educational equity and welcomes applicants from diverse groups including (but not limited to): women, Indigenous people, people of colour, people with disabilities, international students, and gay, lesbian, bisexual and transgender people. CUSA is committed to ensuring that accommodations are provided in all parts of the hiring process as required under CUSA’s accessibility policies, the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code. Applicants need to make their needs known in advance.