

Front Desk Administrative Assistant

Duties

- Be responsible to the Front Desk Supervisors, Director of Services, President, and Executive Director.
- 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.
- Weekly cleaning regimen for common areas including but not limited to the kitchenette and storage areas.
- Additional duties that will be assigned from time to time.

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

September 2022 - April 2023. \$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, Director of Services at jobs@cusaonline.ca