

## FRONT DESK ADMINISTRATIVE ASSISTANT

### DUTIES:

- Greet and assist students and visitors to the CUSA Office
- Work with CUSA Executive and staff in their day-to-day administrative activities
- Answer inquiries concerning the CUSA Health and Dental Plan
- Answer incoming emails and phone calls

### THE SUCCESSFUL APPLICANT SHALL POSSESS THE FOLLOWING:

- Strong knowledge of Carleton and CUSA services and departments
- Clerical experience would be considered an asset
- High levels of professionalism, and a strong understanding of customer service
- Excellent communication and team working skills
- Membership in the Carleton University Students' Association (i.e.: be an Undergraduate Student at Carleton University).

### TERM & WAGE:

August 2016 - April 2017

\$13.30 per hour. This is a unionized position with CUPE 1281

### DEADLINE FOR APPLICANTS - August 17th, 2016

Applicants **MUST** complete an application form available online. Please attach resume and cover letter to the application. Only those applicants selected for an interview will be contacted.

### PLEASE SUBMIT YOUR APPLICATION VIA EMAIL TO:

Abel Hazon, Office Administrator and Executive Assistant  
Carleton University Students' Association  
401 University Centre Building, 1125 Colonel By Drive  
Ottawa, ON • K1S 5B6 | 613 520 2600 x 1859  
[jobs@cusaonline.ca](mailto:jobs@cusaonline.ca)