

**ARTS and SCIENCE STUDENTS' UNION (ASSU)
at the University of Toronto**

EXTERNAL POSTING

JOB TITLE: PART-TIME ADMINISTRATIVE ASSISTANT

Summary of work: Provides the necessary administrative support for the Arts and Science Students' Union (ASSU) to carry out the various objectives, policies, projects and procedures of the Union. Performs varied administrative and communications functions.

Examples of work:

- responsible for general office reception, including answering telephone calls and handling all inquiries from students and other community members
- responsible for typing, filing and photocopying
- assist with the course evaluations and production of the *ASSU ANTI-CALENDAR*
- assist in preparing Executive and Council minutes
- assist the Executive, Executive Assistant and Administrative Officer

JOB SPECIFICATIONS:

Education: At least three years of university education, college graduation, or equivalent academic and professional experience.

Specific Job Requirements:

- ability to carry out demanding administrative functions
- must be a self-starter, able to work on own initiative
- ability to communicate well, both orally and in writing, and on the telephone
- excellent interpersonal skills with the demonstrated ability to provide high level of customer service to students, staff, and the general public
- good knowledge of computer hardware and software
- fast and accurate typing skills necessary
- knowledge of the University of Toronto, especially as a student
- sensitivity to the needs and concerns of university students
- strong leadership and administrative skills, ability to work timely and efficiently
- proven ability to work successfully independently and in a team environment

Salary: \$15/hour with a 25 hour work week

Full Health Plan - including medical, dental, prescription drugs and life insurance.
This is a Permanent Unionized Position with CUPE 1281.

DEADLINE: WEDNESDAY, MARCH 31, 2010 5 P.M.

Please send resumes with covering letter to:

Hiring Committee
Arts and Science Students' Union
c/o Jane Seto
Executive Assistant
100 St. George St., Suite 1068
Toronto, ON M5S 3G3

Fax: 416.971.2161

Email: jane.seto@utoronto.ca