



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

EXTERNAL POSTING

JOB TITLE: P/T FRONT DESK RECEPTIONIST (7 MONTHS)

Summary of work:

Basic administration duties such as:

- answering and directing phone calls; faxing
- handing out tests for students to use in the office
- helping students with the use of the photocopier
- selling test packages, renting out lockers
- answering basic questions about the Faculty/University
- handling petty cash
- helping with ASSU events when needed

JOB SPECIFICATIONS:

Education: Current, University of Toronto, Faculty of Arts & Science undergraduate student

Specific Job Requirements:

- previous office experience
- familiar with the Faculty of Arts & Science
- excellent interpersonal skills with the demonstrated ability to provide high level of customer service to students, staff, and the general public
- sensitivity to the needs and concerns of university students
- proven ability to work successfully independently and in a team environment

Salary: \$15/hour plus 4% vacation pay

12- 15 hours of work per week.

This is a Temporary Unionized Position with CUPE 1281.

DEADLINE: FRIDAY, SEPTEMBER 27, 2019, 5 PM

Please send resumes with covering letter to:

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

Fax: 416.971.2161
Email: students.assu@utoronto.ca