



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

**EXTERNAL POSTING**

**JOB TITLE:** Part-Time FRONT DESK RECEPTIONIST (contract ends April 30, 2024)

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
- assisting with general office tasks as needed

**JOB SPECIFICATIONS:**

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

Specific Job Requirements:

- previous office experience
- familiarity 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: \$18.00/hour plus 4% vacation pay

12- 15 hours of work per week.

This is a Temporary Unionized Position with CUPE 1281.

**DEADLINE: FRIDAY, SEPTEMBER 22, 2023, 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

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