

Internal/ External Job Posting  
**Member Services Administrative Assistant**  
(Part-Time Student Position)

**Description:** The Member Services Administrative Assistant is primarily responsible for front-line delivery of membership services and the operation of the Club and Student Union Centre. You will also act as a primary contact for the Society's diverse membership, as well as for the public at large.

*The Simon Fraser Student Society is an equal opportunity employer.*

This is a part time student position scheduled at up to 16 hours per week. This is a unionized position with membership in Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$15.17 per hour with additional benefits as defined in the Collective Agreement.

**Goal:** To provide consistent, effective and smooth operation of the Club and Student Union Centre, providing the highest levels of service to the Society's membership. To ensure the day-to-day administration of the Club and Student Union Centre is carried out in an effective, efficient, timely, and service oriented manner, and to ensure the goals of the Student Society are met, and its policies carried out.

**Working Relationship(s)/ Role in Organizational Structure:** The Member Services Administrative Assistants(s) work closely with and report to the Member Services Coordinators.

**Duties and Responsibilities:**

- 1) Provide front-line service for members in the Society's Club and Student Union Centre, including handling general inquiries, reception, delivering programs and services such as: student clubs, administration of the commercial vending program, Winter Craft Fair, conference room bookings, cash handling and booking appointments as required
- 2) Administer the Club and Student Union Centre, including room and event bookings, email management, faxes, courier, mail processing, opening and closing duties, cleaning/tidying, maintaining the Society's poster boards and general administrative and other work as required
- 3) Undertake and assist with delivering special projects and events, including clubs and student unions events, Clubs Days, Pancake Breakfasts, advocacy campaigns, and other projects as required
- 4) Provide information on the Society, its goals, policies, structures and activities, and refer individuals or groups as required
- 5) Provide input on the operations and activities of the Club and Student Union Centre, its services and programs
- 6) Be aware of the student, membership-based, and service oriented nature of the Club and Student Union Centre and related programs

**Required Skills and Experience:**

- 1) Ability to work efficiently in a self-supervisory, multi-tasking environment, within clear timelines
- 2) Excellent email, reception, telephone, and organization skills
- 3) Ability and experience with cash handling
- 4) Excellent computing skills [Microsoft suite]
- 5) Strong interpersonal skills
- 6) Excellent verbal and written communications skills
- 7) Understanding of the role of the Student Society for its membership, in terms of advocacy, representation, and the provision of services
- 8) Ability to lift, move and carry materials in accordance with WorkSafeBC guidelines

To apply email your resume, cover letter, and availability to [jobs@sfss.ca](mailto:jobs@sfss.ca) citing that you are applying for the **SFSS Member Services Administrative Assistant** in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored. Applications must be received **no later than 12:00 pm on Wednesday, August 9th, 2017**. Only applicants who are selected for interviews will be contacted.

Interviews will be held on August 10th and 11th.

Desirable start date: Asap