

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

**Description:** The Member Services Administrative Assistant is primarily responsible for front-line delivery of membership services and the operation of the SFSS Student Centre and the future SFSS General Office in the new Student Union Building. 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, it is a unionized position with membership in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$15.63 per hour with additional benefits as defined in the Collective Agreement.

**Goal:** To provide consistent, effective and smooth operation of the SFSS Student Centre, providing the highest levels of service to the Society's membership. To ensure the day-to-day administration of the Student 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 Assistant(s) works closely with and reports to the Member Services Coordinators.

**Duties and Responsibilities:**

1. Provide front-line service for members in the Society's Student 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 SFSS Student Centre, including room resets 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 SFSS Student Centre, its services and programs
6. Be aware of the student, membership-based, and service-oriented nature of the SFSS Student Centre and related programs
7. Other duties as assigned and duties are subject to change

**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 and Google 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

**Note:** All applicants must provide a minimum of 16 hours of availability each week to qualify for employment.

Submit your resume, cover letter, class schedule and availability by email to [jobs@sfss.ca](mailto:jobs@sfss.ca) citing that you are applying for the **SFSS Member Services Administrative Assistant** position in the subject line. Acceptable file formats include PDF files. Applicants must be available to work Monday to Friday during regular office hours anytime between 7:30 am to 7pm. Only shortlisted candidates will be contacted. Resumes must be received no later than 9:00 am (PST) on January 16th, 2020.

**Desirable start date:** as soon as possible.