



## Job Posting

# ISIC PROGRAM SALES AGENT

The Canadian Federation of Students seeks a Sales Agent to assist with the Federation's ISIC Program. The Sales Agent will be responsible for receiving and processing online card orders, responding to inquiries and assisting with accurate keeping.

The Canadian Federation of Students represents more than 500,000 college and university students from over 80 students' unions across Canada. The Canadian Federation of Students was formed in 1981 to provide students with an effective and united voice, provincially and nationally and to provide cost-saving services to its members. For more information, please visit: [www.cfs-fcee.ca](http://www.cfs-fcee.ca)

**Type:** Part-Time, 10-15 hours a week

**Start date:** March 8, 2018

**Salary:** \$15.00 per hour

### Responsibilities:

- Production and distribution of International Student Identity Cards (ISIC);
- Customer relations, in person
- Answering questions students may have pertaining to ISIC or CFS-Services;
- Contributing ideas to promote the ISIC program;
- Contributing to the overall positive image of the ISIC program and CFS-Services; and

### Qualifications:

- Current knowledge of the Canadian Federation of Students and services provided to students across the country through the Federation;
- Familiarity with the International Student Identity Card;
- Strong written and oral communication skills;
- Ability to work well and remain professional and friendly under pressure;
- Excellent communication skills in order to effectively promote the ISIC program and CFS-Services;
- Experience working within an anti-oppression framework;
- Attention to detail;
- Ability to work independently;
- Ability to work in a fast-paced work environment; and
- Bilingualism is an asset

The Canadian Federation of Students is an employment equity employer. Applications from all qualified candidates are welcome; in particular, applications are encouraged from racialized people, Aboriginal people, people with disabilities, queer and trans people, and women.

Only those candidates contacted for an interview will be notified.

**Submit applications to [jobs@cfsontario.ca](mailto:jobs@cfsontario.ca)**

Multiple jobs may be posted, please use the following subject line: "Application: ISIC Program  
Sales Agent"

**Deadline for Application: March 4, 2018**