



Employment Opportunity
U-Pass CLERK
UTMSU – University of Toronto Mississauga Students' Union
Local 109, Canadian Federation of Students

Position Type: Part-Time, contract

Positions Available: Fifteen (15) - Twenty (20)

Location: University of Toronto Mississauga (UTM campus) Student Centre.

Compensation: \$14 per hour

Application Deadline: Thursday, April 18th, 2019 – 11:59 pm.

Start Date: No later than Monday, April 29th, 2019

End Date: Friday, May 17th, 2019 – Contract could be extended.

Interview Dates: Monday, April 15th – Wednesday, April 24th.

Hours: This position will require at least 8 hours of work per week for a period of at least seven (7) days, with the possibility of extension on a part-time basis.

Responsibilities:

The Clerk will be required to work with other clerks and be supervised by the U-Pass Coordinator who is responsible for distributing the U-Pass program to the members of a dynamic and diverse students' union of over 15,000 undergraduate UTM students.

The specific duties of the Clerk include, but are not limited to:

- Promoting the U-Pass program.
- Checking students' eligibility for U-Pass
- Manually printing student information on U-Pass cards
- Conducting U-Pass counts daily and alerting the U-Pass Distribution Coordinator when inventory levels are low
- Informing the U-Pass Distribution Coordinator of any problems encountered during distribution
- Ensure that all recorded inventory values are equal to the actual amount distributed for their station
- Inform students about U-Pass operation and distribution.
- Attend one mandatory training session around April 29th (TBD)

Qualifications:

The ideal candidate must possess a friendly, yet assertive demeanor and should possess the following skills and experience:

- Excellent organizational skills.
- Excellent communication skills – both written and oral.
- Ability to analyze and clearly interpret the rules and regulations surrounding the U-Pass program.

Assets:

- Experience in Customer Service.
- Reliable, organized, professional and self-motivated.
- Proficient in problem solving especially computer operations.
- Works well under pressure.

APPLICATION MUST INCLUDE: A Short Cover Letter & Resume.

All applications must be submitted by Thursday, April 18th, 2019 at 11:59 p.m. Please direct resumes, and cover letters to jobs@utmsu.ca. Only candidates selected for an interview will be contacted. Please do not telephone but feel free to follow-up via e-mail.

University of Toronto Mississauga Students' Union
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