



EMPLOYMENT OPPORTUNITY

Position: U-Pass Clerk
Type: Part-Time, contract
Location: Mississauga
Duration: August 29 - September 16, 2022

Date Posted: July 26, 2022
Expiry Date: August 9, 2022 - 11:59AM
Compensation: \$15.00/hour

About us:

The UTM Students' Union (UTMSU), Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga (UTM). Our union offers many services to members at UTM, all of which are offered through the infoBooth Desk or Duckstop Convenience Store. UTMSU is looking for a hardworking and team oriented individual to support all members for the upcoming year.

In alignment with our values for inclusivity, it is our aim to have a team that reflects the diversity of the communities we serve. UTMSU provides equal opportunity in employment and encourages applications from all qualified candidates. By valuing a diverse workforce, we enforce hiring practices that are fair and equitable

Job Description:

U-Pass Clerks are responsible for an effective and seamless distribution of passes to eligible UTM students during mass distribution periods. Clerks will work in pairs to distribute U-Passes, while under the supervision of both the Seasonal Programs (U-Pass) Coordinator and Member Services Manager.

Responsibilities and Duties:

- 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 a mandatory training session at the beginning of August

Qualifications and Required Skills:

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

- Meticulous attention to detail and accuracy.
- Excellent organizational and interpersonal skills.
- Experience in customer service is considered an asset.
- Excellent communication skills – both written and oral.



University of Toronto Mississauga
Students' Union
LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

1815 Inner Circle Rd., Student Centre Room 100
Mississauga, ON, L5L 1C6
T: 905-828-5249 F: 905-569-4714

- Comfortable working under pressure and in high-pace environments.
- Proficient in problem solving, with some aspects regarding computer troubleshooting.
- Ability to analyze and clearly interpret the rules and regulations surrounding the U-Pass program.
- Open availability from Monday, August 29 to Friday, September 16, 2022.

Compensation:

Remuneration is \$15.00/hour.

Contact / Application Information:

For more information on the position of U-Pass Clerk, please contact UTMSU at jobs@utmsu.ca and cc: vpinternal@utmsu.ca. Please use the subject “**Application: U-Pass Clerk**”.

How to Apply:

Please send your resume by August 5, 2022 at 11:59 PM to the attention of Wenhan Lou: jobs@utmsu.ca.

Interview:

Only selected candidates will be invited for an interview.

- Your Students' Union
University of Toronto Mississauga Students' Union
Local 109 - Canadian Federation of Students

Also, visit us on www.utmsu.ca/ and visit us on:
www.facebook.com/UTMSU or follow us on Twitter @myUTMSU