

## OVERVIEW

The Society of Graduate & Professional Students (SGPS) at Queen's University is seeking members of the SGPS (graduate student or professional student in Law, 5th year Education, Occupational Therapy/ Rehabilitation, or School of Religion) to serve as Front Desk staff members.

SGPS Front Desk staff are available to answer all questions from the SGPS membership in an efficient and courteous manner. The Front Desk staff refer students to other SGPS team members when they are unable to help with an issue.

The Front Desk staff are directly supervised by the Executive Director. The term of employment begins on July 22, 2019. Applicants are expected to remain in Kingston for the summer and throughout the 2019 – 2020 academic year. It is also expected that applicants will consistently endeavor to maintain their expressed availability.

## KEY RESPONSIBILITIES

- Process and reconcile daily POS receipts
- Keep reception area clean with forms and brochures in stock
- Answer Health and Dental opt in / opt out deadline queries
- Handle administrative and logistical work around the creation of International Student Identity Cards
- Provide a welcoming environment when answering miscellaneous questions in the front office
- Serve as the point of contact for package and mail communication
- Any other responsibilities as assigned by the Executive Director and the SGPS Executive

## QUALIFICATIONS

- Must be a fee paying SGPS member, both currently and for the 2019 – 2020 academic year.
- Familiar with the SGPS and Queen's University is preferred, though training is provided
- Proficient with computers (particularly Windows and Microsoft programs)
- Excellent writing and language skills
- Exceptional time management skills with a strong ability to handle competing tasks
- Strong interpersonal skills

## RENUMERATION

\$15.00 per hour

## TO APPLY

To apply for this position, please submit a resume and cover letter (with your student number) to the attention of Andria Burke, Executive Director.

Resumes and cover letters must be submitted to [apply@sgps.ca](mailto:apply@sgps.ca). Hard copies of applications will not be accepted.

Please submit your availability with your application. Note what days of the week you can work between Monday to Thursday from 9:00AM - 5:00PM during the months of July - August 2018.

Applications are due on **07 July** at **1:00pm**. For more information, visit [www.sgps.ca](http://www.sgps.ca).

*your* **SGPS**