

OVERVIEW

The Society of Graduate & Professional Students (SGPS) at Queen's University is seeking members of the SGPS 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 March 2020. Applicants are expected to remain in Kingston for the summer and throughout the 2020 – 2021 academic year. It is also expected that applicants will consistently endeavor to maintain their expressed availability.

KEY RESPONSIBILITIES

- Keep reception area clean with forms and brochures in stock
- Answer Health and Dental opt in / opt out deadline queries
- Provide a welcoming environment when answering miscellaneous questions in the front office
- Serve as the point of contact for package and mail communication
- Assisting the Executive Director with various administrative tasks
- 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 2020 – 2021 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
- Previous experience with social media marketing or graphic design an asset

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.

Please submit your availability with your application. Note what days of the week you can work between Monday to Friday from 9:00AM - 5:00PM during the months of March - April 2020.

Applications are due on Sunday February 23rd at 11:59pm.

Resumes and cover letters must be submitted to apply@sgps.ca. Hard copies of applications will not be accepted.

For more information, visit www.sgps.ca.