



100 College Drive, PO Box 5001
North Bay, ON P1B 8K9
Tel:(705) 474-3461 Fax:(705)474-7732
Web: www.nusu.com

Nipissing University Student Union

JOB OPPORTUNITY

NUSU OFFICE ASSISTANT FULL-TIME EMPLOYMENT OPPORTUNITY

Nipissing University Student Union (NUSU) is a Student Union which represents the interests of approximately 5,000 full and part-time undergraduate and graduate students of Nipissing University.

NUSU is a separate registered not-for-profit organization. We are distinct from, but strongly affiliated with Nipissing University. NUSU organizes and delivers a range of services, events, clubs, activities, campaigns & initiatives on behalf of the Nipissing University Student population. For further information regarding NUSU and our role at the center of student life, refer to our website at www.nusu.com

Position Overview

The Office Assistant will provide all existing or new front counter services offered at the NUSU office. This involves responding to all student and/or other inquiries made in person, by e-mail or telephone. The Office Assistant is required to support the planning & delivery of services, events, clubs, activities, campaigns & initiatives specific to the needs of students at the Nipissing University North Bay Campus. They will facilitate a series of programmed works, including logistical preparations and operational procedures in connection with, and reporting to, the Student Executive and Administration Assistant.

Responsibilities & Duties

- Provide existing or new front-of-house services, answering and directing incoming calls, provide photocopy & fax services, promoting NUSU events, performing clerical responsibilities and some light cleaning/housekeeping as assigned.
- Assist the Student Executive and staff in fulfilling their goals and objectives as required.
- Initiate, plan, organize and assist the delivery of NUSU Student and Community-focused events.
- Assist with the planning & implementation of special projects.
- Attend and produce minutes of meetings with NUSU employees, and provide updates on progress pertaining to certain projects and initiatives.
- Coordinate the preparation of display material including digital and printed posters, flyers, mail-outs and other forms of communication used to advertise NUSU programs, events and services.
- Coordinate, maintain & share information and data with the NUSU Student Executive, the Administration Assistant and/or Bookkeeper to ensure up-to-date, accurate & effective financial management & budget planning processes.



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- Provide IT & Telecommunications support relating to the application and practical use of computer software and telephone systems operated by NUSU.
- Produce & maintain an inventory of all NUSU assets & equipment including: furniture, computers, printers, the photocopier machine, display equipment, stationary & other supplies.
- Organize and maintain the Student Food Bank.
- Perform other miscellaneous duties as assigned.

Qualifications

1. Knowledge of the Student Union and the University campus and services.
2. Knowledge and experience in office procedures/practices.
3. Competent in the use of computer packages including MS Word, Excel, PowerPoint & Adobe Design software.
4. Result driven, client focused team player with the ability to adapt to changing situations and deal with customers in a friendly, positive and professional manner.
5. Demonstrated oral and written communication skills.
6. Strong interpersonal skills, tact/diplomacy in dealing with anxious, impatient and emotional clients.
7. Effective organizational and problem solving skills.
8. Proficiency with office equipment (computers, printers, copier, fax, etc.)
9. Ability to work independently and to meet deadlines under minimal supervision.
10. Must be a current Nipissing University student.

Other Information

Start Date: May 1st, 2017 – September 1st, 2017
Hours of Work: 40 hours/week, Monday – Friday, 8:30am-4:30pm
Rate of Pay: \$11.44/hour
Holiday Entitlement: Vacation pay is accrued at a rate of 4% of the hourly salary

How to Apply

Please e-mail your resume & cover letter to adminassistant@nusu.com or you may submit your application in person.

We thank all applicants for their submissions, however, responses will only be issued to those applicants that meet the selection criteria.

The deadline for applications is 4:00 pm on April 7th, 2017