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Nipissing University Student Union

Employment Opportunity: NUSU Office Assistant

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

NUSU is a separate registered not-for-profit organization that is 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 front counter services offered at the NUSU office. This involves responding to all 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, and initiatives specific to the needs of students at Nipissing University. The ideal candidate will have strong communication skills and be willing to learn the various aspects of an administrative role. This individual will work in conjunction with the Administrative Assistant, who reports to the President and ultimately the student executive team.

Duties and Responsibilities

- Provide front-of-house services, answering and directing incoming calls, and providing a warm greeting to guests while addressing their inquiries and needs.
- Daily trips to the Nipissing University mailroom to deliver and receive mail as necessary.
- Assist the Student Executive in fulfilling their goals and objectives as required.
- Assist with the planning & implementation of special projects.
- Attend meetings with NUSU employees when necessary, and provide updates on progress pertaining to certain projects and initiatives.
- Help with the preparation of display material including digital and printed material, fliers, mail-outs, and other forms of communication used to advertise NUSU programs, events, and services.

- Coordinate, maintain, and share information and data with the NUSU Student Executive, the Administration Assistant and Bookkeeper to ensure up-to-date, accurate, and effective financial management and budget planning processes.
- Help organize and maintain the Student Food Bank.
- Perform other miscellaneous duties as assigned.

Health Plan Responsibilities (Only Applicable Between Last Week of August to Last week of October and First week of January to Mid-February)

- Answer questions relating to trifold coverage and opt-in/opt-out process
- Direct students to wespeakstudent.com or 1-(800) number for more difficult questions
- Sit at booths when needed by NUSU.
- Have direct contact with wespeakstudent.
- Know how to utilize our chats service and walk through program.

Qualifications

- Must be a current Nipissing University student.
- Knowledge of the Student Union and the University campus and services.
- Competent in the use of computer packages including MS Word, Excel, PowerPoint & Adobe Design software, as well as office equipment such as (computers, printers, copier, fax, etc.).
- 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.
- Strong interpersonal skills, tact/diplomacy in dealing with various client types.
- Effective organizational and problem solving skills.
- Ability to work independently and to meet deadlines under minimal supervision.

Other Information

Length of Term: September 5th, 2018 - April 20th, 2019

Hours of Work: 15 hours/week, Monday – Friday, 8:30am-4:30pm

Rate of Pay: \$14/hour, subject to the minimum wage laws in the Province of Ontario.

Holiday Entitlement: Vacation pay is accrued at a rate of 4% of the hourly salary (per ESA)

How to Apply

Please email your resume, cover letter, and class schedule to communications@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 who are selected for an interview.

The deadline for applications is 4:00 pm on Friday, August 17th, 2018.