



Office Administrator

General Information

Position Title: Office Administrator

Length of Term: February 1st, 2021 to January 31st 2022

Hours of Work: 35 hours/week, Monday – Friday, 8:30am-4:30pm

Compensation: \$36,000/year plus benefits

Closing Date: January 15th, 2020

Key Responsibilities

Please see full job description at nusu.com/jobs

Qualifications and Skills

- Education: Post-Secondary degree or diploma
- Minimum Experience: 1-2 years experience in administration
- Strong written and oral communication skills
- Excellent organizational skills
- Comfortable with computer programs such as: Google Drive, Microsoft Word, Excel, PowerPoint, as well as office equipment such as (computers, printers, copier, fax, etc.).
- Ability to perform assigned duties with minimal supervision
- Result driven, student focused team player with the ability to adapt to changing situations and deal with students in a friendly, positive and professional manner
- Knowledge of the Student Union and the University campus and services is an asset
- Knowledge of the Post-Secondary sector is an asset

Nipissing University Student Union (hereafter referred to as "NUSU") is a Student Union that 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>

Interested applicants may submit their résumé and cover letter by January 15th, 2021 via **email to: info@nusu.com**

When applying, please Quote: Office Administrator

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.