



Employment Opportunity: NUSU Summer 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 and initiatives on behalf of the Nipissing University student population. For further information regarding NUSU and our role at the centre of student life, refer to our website at www.nusu.com.

Position Overview

The Summer Assistant will provide all front counter services offered at the NUSU office. This involves responding to all inquiries made in person, by email or telephone. The Summer Assistant is required to support the planning and 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 this role. This individual will report to the Vice-President of Finance and Administration, 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 with the Student Executive in fulfilling their goals and objectives as required
- Assist with the planning and 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 materials, fliers, mail-outs, and other forms of communication used to advertise NUSU programs, events and services
- Update and maintain online forums including, but not limited to, the NUSU website and social media channels
- Help organize and maintain the Student Food Bank
- Perform all other miscellaneous duties as assigned



Qualifications

1. Must be a current Nipissing University student
2. Knowledge of the Student Union and the University campus and services
3. 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.
4. Result driver, client focused team player with the ability to adapt to changing situations and deals with customers in a friendly, positive and professional manner
5. Strong interpersonal skills, tact/diplomacy in dealing with various client types
6. Effective organizational and problem solving skills
7. Ability to work independently and to meet deadlines under minimal supervision

Other Information

Length of Term: May 6th, 2019-August 30th, 2019

Hours of Work: 35 hrs/week, Monday-Friday, 8:30am-3:30pm

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 rate (per ESA)

How To Apply

Please email your resume and cover letter to communications@nusu.com or you can submit your application in person addressed to Sarah McGowan.

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 application is 3pm on Friday, April 12th