



Job title:	Summer Student – Administrative Support Assistant (temporary position – expected duration: 3 months)
Administrative unit:	Physical Resources Service department
Immediate supervisor:	Coordinator, Campus Services
Work schedule:	35 hours per week
Salary:	\$15/hr

Saint Paul University (1848) is the college founder of the University of Ottawa, with which it maintained a federation relationship since 1965. Bilingual and human scale, it has nearly 1,000 students; it offers social communication programs, counseling and psychotherapy, canon law, public ethics, conflict studies, philosophy, theology and human relations. Saint Paul University offers an environment conducive to professional growth and competitive benefits.

Summary

The incumbent assists with the administration and customer service delivery for the Physical Resources Service department at Saint Paul University. He/she is responsible for working with the Physical Resources Service Team by completing administrative and Physical Resources Service tasks in an effective and efficient manner. The incumbent will assist with the day to day functioning of the department by providing quick and reliable services to internal and external clients.

Primary responsibilities

- Submits the service requests received via phone or email into the service ticket system and contact the maintenance team for urgent issues.
- Files and types correspondence, reports and other documents as requested.
- Assists with the submission of weekly invoices and deposits.
- Assists with research and communicate with suppliers when requested by the Coordinator and / or Director.
- Greets and assists visitors and responds to inquiries and answer the phone as required.
- Assists with maintenance tasks upon request and when it is safe to do so.
- Performs other administrative duties as required.

Essential skills

- Demonstrated experience in customer service
- Excellent organizational and communication skills

- Problem solving and decision making skills
- Ability to work independently or as a team
- Proficiency with MS Word, Outlook, and Excel
- Ability to think critically, plan and organize are an asset as well
- Bilingualism (English and French, written and oral)
- Work Conditions and Physical Capacities: light physical labour may be a component of the position from time to time

Interested candidates are requested to submit an online application at www.ustpaul.ca by Sunday, **May 28, 2017**. **Please indicate in your application the current year of your program of study and your anticipated completion date.**

We thank all applicants for their interest in this position. We will be contacting only those candidates who have been chosen for the next step of the selection process.

We are committed to ensure employment equity and we encourage the participation of all Canadians. If your application is successful and you think you need accommodation during the selection process, please notify us. Your personal information is protected under the provisions of the Privacy Act.