



## **JOB DESCRIPTION**

### **Student Centre Information Desk Clerk**

**Job Title:** Student Centre Information/Desk Clerk  
**Job Category:** Student Centre  
**Department/Group:** Student Centre Mgmt (UWSA/OPUS)  
**Reports to:** General Manager/Student Centre Facilities Administrator  
**Location:** Student Centre  
**Level/Salary Range:** Hourly, min wage  
**Position Type:** Part time  
**HR Contact:** General Manager  
**Date posted:** Feb 21<sup>st</sup>, 2024

Applications Accepted By: E-mail: [stheisen@uwindsor.ca](mailto:stheisen@uwindsor.ca)

**Applications Due: Monday, March 6<sup>th</sup>, 2024**

Internal Posting URL: [www.uwsa.ca](http://www.uwsa.ca) & [www.uwindsor.ca/opus](http://www.uwindsor.ca/opus)

## **Job Description**

### **ROLE**

The Student Centre Information Desk is the front line of operations for the building and its tenants. As a representative working at the desk, this person must provide superior customer service to the many students, faculty, staff and visitors that request information about the student centre and the services that it provides.

### **RESPONSIBILITIES**

- Respond to questions and concerns of customers;
- Monitor activity within the Student Centre;
- Adhere to safety protocols and impose Covid screening questionnaire;
- Sell centre lockers;
- Assist student groups as required;
- Oversee Student Centre activities and equipment;
- Keep accurate log record of activities in the Student Centre during shift;
- Dispatch Walksafe walkers as required.
- Communicate with Student Centre Staff, Service Master, building tenants and Campus Police.
- Other duties as assigned.

## **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Strong interpersonal and communication skills
- Problem solving and time management skills
- Must be able to maintain approx. 20 hours per week
- UWindsor students are encouraged to apply. Preference will be given to OPUS members (part-time undergraduate students)

The UWSA & OPUS are strongly committed to being an equal opportunity employer and recruiting a diverse staff. We encourage applications from those that self-identify as members of traditionally underrepresented communities, including womxn, First Nations, Métis or Inuit persons, persons with disabilities, members of racialized communities, and 2SLGBTQIA identified persons.

Furthermore, the UWSA & OPUS are independently incorporated student associations operating within the University of Windsor community; this is not a University of Windsor position. We're committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in our recruitment process, please let us know in your application email, and your request for accommodation will be handled confidentially. Accommodation may be provided in all steps of the recruitment process.