



EMPLOYMENT OPPORTUNITY

UWSA Info Booth Retail Staff

Part-time position to start July 25, 2018

Starting salary is \$14.71 per hour – Must be available to work 5-12 hours per week
This position is unionized with Manitoba Government and General Employee's Union

The Retail Staff take direction from the Retail Manager (who acts as day-to-day management on behalf of the General Manager, Board of Directors, and Executives) through:

- Acting as an ambassador for the UWSA;
- Carrying out and assisting in the day-to-day support work for ongoing UWSA services, programs, projects, and initiatives;
- Answering questions and providing information and directions on various campus services and locations;
- Issuing U-Passes and providing information on the U-Pass program;
- Selling merchandise available at the Info Booth such as Winnipeg Transit tickets/passes, Canada Post merchandise, etc;
- Processing federal student loan documents through Canada Post;
- Performing clerical/administrative work such as typing, filing, and answering phone calls;
- Assisting in maintaining an organized, neat, and presentable service and working environment;
- Handling and balancing cash.

Preferred Qualifications:

- Basic computer and clerical skills
- Customer service/relations experience
- Experience with point-of-sale systems
- Experience with handling cash and debit machine transactions
- Good communication and interpersonal skills
- Knowledge of the University of Winnipeg campus and services
- Knowledge of UWSA services, locations, and initiatives
- Ability to work independently
- Organization and time management skills
- Knowledge of Canada Post services is an asset

Please submit applications with attached resumé to the UWSA General Manager, Karolya Vargscarr at the UWSA General Office or generalmanager@theuwsa.ca.

The UWSA is an equal opportunity employer and an accessible work environment.
Accessibility accommodations will be made throughout the interview process and upon hiring.

DEADLINE FOR APPLICATIONS IS JULY 13, 2018