



CAMPUS EMPLOYMENT OPPORTUNITY

RETAIL SERVICE COORDINATOR

Part-time position scheduled to begin on August 24, 2026

**\$19.78 per hour
0-25 hours per week**

**This is a union-organized position with the Manitoba Government and General Employees' Union MGEU
Local 433**

The UWSA Retail Service Coordinator reports to the Executive Director, who acts as day-to-day management, on behalf of the UWSA Board of Directors, and is responsible for coordinating the operations and administration of the Info Booth.

Duties include:

- Providing customer service to students and visitors of the Info Booth
- Answering questions about all locations, services, and programs on the University of Winnipeg campus
- Providing customer service to queries regarding the U-Pass program, including card loading and database management
- Providing customer service to queries regarding the Health Plan
- Providing Canada Post customer service and products
- Coordinating printing service sales
- Coordinating Lab Manual sales
- Inventory monitoring and stock replenishment of supplies
- General light cleaning and organizational duties in the workspace
- Attending staff meetings, orientations, and trainings as required
- Helping students and visitors to campus feel welcomed and informed

Experience and Qualifications:

- Experience in a retail setting, including using POS systems and cash handling
- Experience in Canada Post mailing, shipping, and receiving

- Excellent communication, interpersonal, and organizational skills
- Ability to lift and move objects up to 50 lbs.
- Exceptional conflict resolution skills and professionalism
- Experience in trauma-informed, diverse, and inclusive workplaces

Applications must be submitted in PDF format to Diksha Bansal, General Manager at d.bansal@theuwsa.ca and will be reviewed in order of seniority

THIS POSTING IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST

DEADLINE FOR APPLICATIONS IS: MONDAY JULY 7, 2026 BY 4:00PM CST