CAMPUS EMPLOYMENT OPPORTUNITY

Access Lounge Service Coordinator

Part-time position to begin on December 7, 2026
Starting salary is $19.78 per hour with 0-4 hours biweekly
This position is unionized with the Manitoba Government and General Employees' Union (MGEU Local 433)
This position is only available for student registered with accessibility services

The Access Lounge Service Coordinator takes direction from the Executive Manager, which includes:

- Adhering to relevant UWSA and University of Winnipeg By-laws, policies, and procedures.
- Meeting regularly with the Manager to discuss service, performance, and communications.
- Carrying out and assisting in the day-to-day support work of the Access Lounge Service Centre.
- Assisting in the training of new employees and the Executive, upon request, including training and providing feedback for new employees.
- Performing other tasks, from time to time, as directed by the direct supervisor.

The Access Lounge Service Coordinator is responsible for maintaining and operating the Access Lounge Service Centre and its participants by:

- Opening the centre for visitors and maintaining a physical presence
- Assisting to maintain an organized, neat, and presentable service and working environment
- Ensuring that supplies are replenished and ordered
- Holding meetings monthly to build a student and community collective
- Other tasks, as assigned by the manager.

The UWSA is an equal opportunity employer and an accessibility-focused work environment.
Accessibilty accommodations will be made throughout the interview process and upon hiring, upon request.

Deadline for Application: December 2, 2026 at 4:30 PM (CST)