



**Graduate
Students'
Association**

Local 78,
Canadian
Federation of
Students

600 Unicentre
Carleton University
1125 Colonel By
Drive
Ottawa ON K1S
5B6

tel (613) 520-6616
fax (613) 520-3680
gsacarleton.ca

JOB POSTING: GSA Office Administrator

Position Term: Beginning September 6th, continuing

Remuneration: \$ 20.07/hour/hr (15-20 hours a week, weekdays only)

Number of Positions: 2 (*only open to Carleton graduate students*)

Job Description: The position of Office Administrator involves:

- front desk reception and customer service
- record-keeping
- general office administration and support
- printing services
- general maintenance of the offices and the Grad Lounge
- assist with training new employees as directed
- -other duties that are relevant to the position

Qualifications:

- verbal and written communication skills
- self-motivating and independent worker
- enjoys working with people
- computer skills required:
 - competency with Microsoft Office
 - word processing
 - research

Asset Skills:

- previous office experience
- previous printing service experience
- knowledge of plant care
- cash register experience

Deadline: September 3rd, 2021.

Submit Resume with a Cover Letter to:

Hiring Committee

Email: jobs@gsacarleton.ca

The GSA is a unionized workplace (CUPE Local 1281).

The GSA values employment and educational equality and welcomes applications from diverse groups including but not limited to: people impacted by gender oppression, Indigenous people, racialized people, people with disabilities and LGBTQQIA2S+.

Only those who are granted interviews will be contacted.
