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**Temporary Assignment (non-academic casual)**

**Association of McGill University Support Employees (AMUSE)**

**Posting Date:** April 1, 2019

**Expiry Date**: April 15, 2019

**Hiring Unit:** McGill Writing Centre (MWC)

**Job Title:** Office Assistant A (Receptionist)

**Classification***:* Class A

**Salary:** $14.00

**Term/Duration**: April – June

**Schedule:** Approx. 25-30hours/Week**,** Monday to Friday

**Reference number**: AMUSE/MWC-Office Assistant A

**Job Summary:**

Under the supervision of the MWC Director, provides general office assistance. Assists with the organization of unit activities and general office work. Provides information to walk-in students, staff, and members of the general public during opening hours. Answers telephone inquiries and redirects to MWC staff as necessary. Monitors course registrations, and supervises placement tests as required. Performs other duties as assigned, such as taking notes at meetings and drafting minutes, distributing documents and information/publicity material to other departments on campus. Photocopying, filing, and other clerical tasks as required. Maintains an organized and functional work area and filing system.

**Typical Functions:**

1. Positive attitude while greeting and answering general inquiries. This includes directing calls, provide policies and procedures as well as providing locational directions.
2. Collects and enters data into established databases.
3. Receives, sends and sorts mail, parcels and various forms.
4. Schedules appointments and meetings when required. Books rooms through established system.
5. Performs basic word processing functions such as, document formatting, labelling, spellcheck, mail merge, drafting letters from template.
6. Verifies student ID, status and forms that may be submitted.
7. Document preparation of forms, exams, marketing materials and emails. Such preparation

may include sorting, collating, filing, scanning, photocopying and shredding.

1. Provide general assistance at events such as auditions, training sessions, open house.
2. Maintain immediate work area in a clean and orderly fashion.
3. The above is representative and not a complete and detailed list of tasks.

**Education/Experience Required:**

High School diploma with minimal or no experience.

**How To Apply:**

Anyone interested in applying to this position should submit their application to the attention of Dr. Sue Laver, Director of the McGill Writing Centre, at [mwc@mcgill.ca](mailto:mwc@mcgill.ca) by April 15, 2019 Indicating **“**Office Assistant A (Receptionist)**–** in the Subject Line**.** The application MUST include a cover letter and a curriculum vitae.