

**Part-time Accessibility Clerk (LRC 40636)**

**Counselling and Accessibility Services**

**Location:** London

**Employment Group**: Support

**Hours:** Up to 24 hours a week.

**Pay Details:** $17.29 per hour

**Closing Date:** Open Until Filled

**Working at Fanshawe College**

As an employee of Fanshawe College you may be required to work on-campus, remotely, or a combination thereof.  Confirmation of your work location will be clarified with you upon hire, and may be subject to change based on the duties required of your position.

**Note:**This is a regular part-time position (up to 24 hours per week). This competition is open to external applicants and all employees of Fanshawe College; however, applications from Regular Part-time (RPT) members of the Part-time Support Staff bargaining unit will be given first consideration.  
 **Duties:**Under the supervision of the Manager, Counselling and Accessibility Services, the incumbent provides clerical support for the administrative operations in Counselling and Accessibility Services at the London campus. Clerical support may include scanning and filing, data entry, processing invoices and bursaries, responding to service requests, scheduling, and assisting with front desk coverage as needed.

**QUALIFICATIONS**

* Post-secondary 2-year diploma in Office Administration or a related discipline
* Minimum 3 years’ work experience in an administrative capacity that required the ability to work within a high-pressured environment
* An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
* Excellent computer skills and experience with Microsoft Office (experience with Access is an asset)
* Strong verbal and written communication skills
* Organized and detail-oriented as well as good time management and problem-solving skills
* Good customer service and interpersonal skills as well as an ability to work collaboratively in a team environment
* Previous experience working with students is preferred; experience supporting students with disabilities and/or mental health issues is an asset

**While transcripts are not required for the interview, they are mandatory prior to any offer of employment.**

**How to Apply**:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

**Fanshawe College is an equal opportunity employer.  We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.**

**Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.**