**Title of Position:**  Student Services Assistant - Frost

**Division/Department:**  Student Services, Frost

**Job Duties**

**HEALTH SERVICES DUTIES (40%) - Assist Health Services staff with:** \*

* Checking expiry dates on supplies, removing expired items & compiling list for reorder.
* Reviewing and updating public agency contact lists & template forms
* Researching policy information by searching for existing policies at other post-secondary institutions.
* Preparing promotional packages, updating displays & posters

**LIBRARY DUTIES (40%) - Assist Library staff with:** \*

* Circulation desk coverage (check books in and out, tattle tape and stamp periodicals received)
* Book collection inventory (scans, shelf reading and shifting items as required)
* Loading photocopiers and printers with paper
* Providing assistance with re-organizing, labelling and weeding of collection
* Library clerical duties such as photocopying, word processing, filing, creating signs

**STUDENT LIFE DUTIES (20%) - Assist Student Life staff with:** \*

* Assistance with Welcome Days and Orientation presentation including updating & organizing materials, creating orientation schedules, collating handouts & promotional material, etc.
* Assisting Aboriginal Services Team staff with promotional work and event logistics

**\*** Other related duties as assigned

**Qualifications**

* Competence working in a technology-based office environment, including requirement for maintaining confidentiality
* Some experience working in a customer service environment
* Demonstrated attention to detail
* Exceptional interpersonal skills working in a team based environment
* Interest in helping other students
* Excellent written & oral communication skills
* Ability to exercise sound judgement

**Additional Information ie special equipment or travel**