## Temporary Assignment
### AMUSE

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Office Assistant A</th>
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<tr>
<td>Hiring Unit:</td>
<td>Desautels Faculty of Management</td>
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<tr>
<td>Hours:</td>
<td>Approx. 10-20 hours per week</td>
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<td>Hourly Wage:</td>
<td>$13.75/hour</td>
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<tr>
<td>Duration:</td>
<td>9 months (March-November 2020)</td>
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<td>Date of Posting:</td>
<td>Feb. 25, 2020</td>
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<td>Deadline to Apply:</td>
<td>Mar. 3, 2020</td>
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### Job Summary
Under the direction of the immediate supervisor, the incumbent may perform some of all of the listed tasks with minimal complexity and precise instruction.

### Main Duties & Responsibilities
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.
8. Distribution and tracking of items, such as instruments (musical, scientific) documents, books, equipment. A log to track these items may be required.
9. Provide general assistance at events such as auditions, training sessions, open house.
10. Using establish scripts, contact external and internal individuals regarding donations or program promotion.
11. Maintain immediate work area in a clean and orderly fashion.
12. The above is representative and not a complete and detailed list of tasks.

### Minimum Education and Experience Required
High School diploma with experience.

### Other Qualifying Skills & Abilities
Event Planning and Fund raising skills an asset.
HOW TO APPLY

Please submit your cover letter and curriculum vitae, clearly indicating the reference number, to Desautels Faculty of Management:

Mail
McGill University, Desautels Faculty of Management, Area Personnel Office
1001 Sherbrooke Street West (Samuel Bronfman Building), room 454
Montreal, Quebec
H3A 1G5

Fax
(514) 398-5116

Email
yazmet.madariaga@mcgill.ca

*Current employees: please indicate your McGill ID number in your application.*

We thank all applicants for their interest in McGill University. However, Desautels Faculty of Management will only contact applicants selected for an interview.

McGill applicants, covered by the McGill Non-Unionized, Non-Academic Personnel Policies and Procedures, must apply to a regular M and Excluded position within ten (10) working days of the date of publication to maintain internal priority.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, accessibilityrequest.hr@mcgill.ca or 514-398-3711.