AMUSE Casual – Office Assistant B

Current classification (A, B or C) | B

Job Summary:
The Internships and Student Affairs (ISA) Office in the Faculty of Education is looking for an Office Assistant to assist with office administration. Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of moderate complexity and the incumbent performs them using established instructions.

Primary Responsibilities:
1. Processes data, reports and forms as required.
2. Greets clients and answers specific inquiries with a positive attitude. This includes detailed information regarding programs and services offered. Some inquiries may require further research into the topic.
3. Assists with events such as meetings, training sessions, and event setup.
4. Performs specific editing and reviewing of documents, audio, video and web content as required.
5. Monitors and posts social media content to various platforms such as Twitter and Facebook.
6. Screens and sorts emails. Prepares files with supporting documentation and information as required.
7. Provides support using various software and maintains computerized information systems.

The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent. For example, incumbents may be asked to perform some elements of Office Assistant level “A” tasks in addition to the above listed functions.

Education/ Experience:
High School Diploma with one year of relevant experience.

Other Qualifying Skills and/or Abilities:
Candidate must be highly organized with the ability to prioritize, multi-task, and meet deadlines in a fast-paced environment. Ability to receive and relay information with accuracy, work autonomously and as part of a team. Experience providing support for various administrative activities. Demonstrated ease and flexibility with technological applications with a proven ability to work in a PC environment using MS Word, Excel, and Outlook. English and French, spoken and written.
Salary: $14.25 per hour

Schedule: 20 hours per week

Duration: February 10, 2020 to April 30, 2020

Hiring Unit: Internships and Student Affairs Office, Faculty of Education

This position is covered by the AMUSE collective agreement.

How to apply:

If you are interested in this position, please email your cover letter and CV clearly indicating the position title “Office Assistant B – ISA” to staffing.education@mcgill.ca.

Applications must be received no later than Thursday, February 6, 2020 at 5:00 PM.

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