

UFVSUS

hr@ufvsus.ca

The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving our UFV student members. The SUS manages the Student Union Building and facilitates a number of services such as the UFV Campus Connector, food services, student advocacy, financial aid, events, in addition to clubs and associations support. As the official representative body of UFV students our mission is to create a strong, unified student voice, provide innovative and valuable services and developmental opportunities to our members by advocating on behalf of and collaborating with the Student Body, UFV and the wider community.

SUB Facilities Staff

Work Schedule:

4 hour shifts distributed during the following times
according to the student availability*:

Mon - Fri: 8:00am to 12:00pm & 5:00pm to 9:00pm

Sat - Sun: 9:00am to 1:00pm, & 1:00pm to 5:00pm

**Minimum of 8 hours per week.*

Reporting to: Facilities Leader / Services Director

POSITION DESCRIPTION

Location in the Student Union Building on the Abbotsford UFV Campus the SUB facilities Staff will be tasked with: daily inspections and cleaning, moving or organizing equipment for events, managing reservation requests, answering phone or email inquiries, scheduling and communicating with information desk attendants, inventorying and resetting public and sus space furnishings, routine walkthroughs to ensure spaces are safe and secure.

Candidates must be current students of UFV and take at least one course in both the fall and winter semesters.



QUALIFICATIONS AND ASSETS

- Speak with others using clear and professional language. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of customers.
- Ensure adherence to quality expectations and standards. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Stand, sit, or walk for an extended period of time. Perform other reasonable job duties as requested by Supervisors.
- Have up to date and accurate knowledge of organizational affairs as a front line information point in the student community.
- Perform other job duties as requested by Supervisors.
- Willingness to learn and develop professional skills;
- Must work with and treat all people respectfully and equally;
- Professional work ethic, exercising of good judgement, tact, initiative, and high degree of diplomacy;
- Able to manage deadlines and plan tasks well in advance;
- Strong ability to research and analyse information;
- Superior organization and administration abilities;
- Working both independently and cooperatively as part of a team;
- Excellent verbal and written communication.

SALARY

\$10.85 per hour, Minimum of 8 hours per week.

START DATE & LENGTH OF TERM:

- Contract position starting March 15, 2017 and ending April 30, 2017 (with the possibility to return for summer semester).

APPLICATION PROCEDURE

Please send a cover letter and resume to hr@ufvsus.ca or via the UFV Career Link posting. Please also include an attached schedule of hours you would be available to work. If you are applying for multiple positions within the Student Union Society please rank the positions you are interested in. You do not need to reapply for every position within the Student Union Society or Services. We thank all applicants for their interest; however, only selected candidates will be contacted for an interview.