



USC Events Clerk

Part-Time Opportunity

Position Summary

The University Students' Council is looking for an Events Clerk on a part-time basis to aid with the logistics of events and reservations management.

General Responsibilities

- *Room-booking Requests:* Assigning tables, conference rooms and spaces as well as sending out confirmations to parties who have booked the space
- *Team Management:* Scheduling and monitoring daily crew tasks, and ensuring that all booked space has their displays set-up properly
- *Administrative Duties:* Creating invoices and reconciliation statements for the Finance Department
- *Logistics:* Assigning club lockers on an annual basis, maintenance of assignment lists and consolidating locker agreements
- *Ongoing Responsibilities:* Low-level maintenance and programming of EMS/Chubb as well as dealing with inquiries

Qualifications

- Flexibility with a fast-paced environment
- Strong organizational skills
- Ability to balance competing priorities
- Experience in a leadership role
- Undergraduate student at Western University

Compensation

- This role will be an hourly rate of \$24.82

Tentative Start Date: This opportunity will commence in April and will end on or before December 2017.

Please forward Cover Letter and Resume by April 8, 2017 at 11:59 PM to:

Josh Clark
Senior Manager, USC Events and Building Services
The University Students' Council
Room 340A, UCC Building
London, ON N6A 3K7
applications@westernusc.ca

Only those deemed qualified will receive notification of an interview.

The University Students' Council of the University of Western Ontario is an equal opportunity employer. The USC is committed to providing accommodations to those with disabilities. If you require an accommodation, we will work with you to meet your needs.