



ST. THOMAS MORE COLLEGE

UNIVERSITY OF SASKATCHEWAN

Casual (as required) Receptionist

Department: Student Services

Status: Casual

Hourly Wage: \$16.41 per hour

Posted: 10/11/2022

Closing date: 11/10/2022

Remote work: No

Positions Available: 4

St. Thomas More College (STM), the Catholic liberal arts college federated with the University of Saskatchewan (Usask) seeks a Casual (as required) Receptionist in the Student Services Department.

Reporting to the Associate Dean at St. Thomas More College, the Casual (as required) Receptionist will support all levels of the organization and provides superior customer service and administrative support.

Key Responsibilities:

- To professionally represent the College as the first point of contact for visitors to the College.
- To respond to incoming calls in a positive and professional manner.
- To redirect calls as appropriate.
- To identify the urgency and nature of the need and refer in accordance with organizational guidelines.
- To greet, assist and direct all visitors.
- To administer incoming and outgoing mail.
- To arrange meeting room schedules and bookings on a computerized system.
- Other duties as assigned.

Qualifications:

- Must be registered in an undergraduate or graduate program.
- Possesses above-average interpersonal, oral, and written communication skills.
- Demonstrates sound judgement and decision-making skills.
- Knowledge of the Catholic Community and its various organizations is an asset.
- Previous experience in reception is considered an asset.

Application:

- Interested candidates should email their résumé along with the names of three (3) references to the attention of the Manager of Human Resources, Payroll and Benefits at humanresources@stmcollege.ca by November 10, 2022.
- Submit Fall and Winter class schedules / daytime availability.

Please review the University of Saskatchewan's **health and safety requirements** for faculty, staff and students in consideration of the COVID-19 pandemic.

In accordance with Canadian immigration requirements, this advertisement is directed in the first instance to Canadian citizens and permanent residents. St. Thomas More College (STM) is committed to diversity within its faculty and staff complement. Underrepresented groups include those identified in the federal Employment Equity Act - women, visible minorities, Indigenous peoples, and persons with disabilities - including, but not limited to LGBTQI2+ people, and members of other designated groups are encouraged to self-identify on their application. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Additional information about STM and the University of Saskatchewan is available at <https://stmcollege.ca/>. **Only those invited for an interview will be contacted.**