STUDENT OFFICE ASSISTANT

ST. PAUL’S COLLEGE

Duties & Responsibilities:

The student will primarily work with the Senior College Assistant as a receptionist in the general office assisting students, staff, faculty and visitors of St. Paul’s College.

The student will provide assistance to the Comptroller with basic accounting, bookkeeping and spreadsheet updates.

The student is also expected to assist other staff members of the College on various events and projects.

Competencies:

- Written and oral communication within a professional office environment
- Teamwork skills
- The ability to multitask
- Basic bookkeeping skills.
- Event planning and coordination

Qualifications & Requirements:

- A working knowledge of MS Office products is required.
- A good knowledge of St. Paul’s College is required.
- Previous experience working at St. Paul’s College is preferred.
- Previous experience as a receptionist within a general office environment is preferred.
- Basic knowledge of bookkeeping is an asset.

Salary:

- $11.35

How to apply:

All interested applicants are required to submit a tailored resumé and cover letter. For detailed instructions, please use the Work-Study Application Submission Aid.

Reminder: Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

All questions and inquiries should be directed to work_study@umanitoba.ca.