

**Student Employment Opportunities (Customer Service)**

The Faculty of Kinesiology and Recreation Management is seeking students for various positions available in the Fall. These positions are opportunities for University of Manitoba students to compliment their formal education with quality, hands-on, practical work experience.

**Description of available positions:**

**Student Customer Service Representative (Fort Garry and Bannatyne Campus):** Responsible for providing quality customer service, responding to in-person and telephone enquiries, data entry, balancing money and sales, greets members and program participants, enforces policies and procedures, performs opening and closing duties, and other duties as assigned. Must have certification in Emergency First Aid/CPR and AED training.

**To be considered for any position, you must:**

- Be a full-time student in Fall 2021 and Winter 2022
- Be eligible to work on campus and be able to produce required documentation for employment
- Must have a valid social insurance number
- Have 1-2 years of directly related customer service and office experience
- Knowledge of Recreation Services, Memberships, Mini U, and Jr Bisons considered an asset
- Ability to meet deadlines and handle a high volume of customers with numerous interruptions
- Be able to work evenings and weekends
- Able to handle difficult situations in a mature and poised manner
- Have excellent verbal and written communication skills
- Be able to work independently and in a team environment

**Hours:**

Part-time, 10-20 hrs/week, shifts range from Monday-Sunday 6:00AM to 10:45PM

**Pay:**

\$13.40/ hr

**For more information, feel free to contact the supervisors at each location:**

Christian Rowson	Customer Services Supervisor (Fort Garry)	<a href="mailto:christian.rowson@umanitoba.ca">christian.rowson@umanitoba.ca</a>
Kerri Chase	Joe Doupe Recreation Centre Supervisor	<a href="mailto:kerri.chase@umanitoba.ca">kerri.chase@umanitoba.ca</a>

**How to Apply:**

Please Email your application to: [rec\\_services@umanitoba.ca](mailto:rec_services@umanitoba.ca)

Be sure to include your resume and cover letter as well as a separate Word document listing the positions you are applying for (Listing in Order of Preference).

**Thank you to all that apply, however we will only be contacting those who qualify for interviews.**