**NOW HIRING – GSA OFFICE COORDINATOR**

The Graduate Students’ Association is seeking a casual/part-time office coordinator. This position involves a diverse and varied set of duties and tasks. These duties are carried out in a continuously changing environment. This position requires utmost flexibility with peaks of high business as well as the ability to be a self-motivator during slower periods.

**START DATE: Immediately**

**SALARY:**The hourly rate offered is the base graduate student rate.

**HOURS:** Casual/part-time

**DUTIES:**

* Administrative tasks: answering phone, taking messages, maintaining the GSA Commons Coordinator email, referring students to Executives or university services, assisting students and answering their inquiries when appropriate.
* Assistance with the GSA Executive duties, as needed.
* Have a thorough understanding of the GSA services offered.
* Maintain records of activities and events held in the GSA Commons.
* Maintain the GSA events calendar.
* Support GSA events, workshops and sessions held at the GSA Commons.
* Cleaning duties associated with maintenance and upkeep of the GSA Commons.

**Qualifications:**

* A graduate student registered with the College of Graduate and Postdoctoral Studies at the University of Saskatchewan.
* Strong organizational skills.
* Self-motivated, responsible and detail-oriented.
* Excellent communication skills – verbal and written.
* Ability and willingness to accept and provide feedback.
* Strong problem-solving and decision-making skills.
* General computer knowledge.

**TO APPLY:** Please send a resume (max 2 pages) and cover letter (max 1 page) <https://www.surveymonkey.ca/r/C6JQ8FG>. Please indicate in your cover letter whether you are currently or will be the recipient of any scholarships, stipends and/or bursaries in the

**We appreciate your application but please note that only successful candidates selected for the interview will be contacted. ​**