

Sadleir House Office Assistant [OWSP]

Employment Opportunity

The successful candidate will be OWSP eligible and be responsible for general reception and office tasks in the Sadleir House Office under the direction of the Steward, including responding to needs of student groups, the public, and other tasks as required. All Sadleir House employees are expected to aid with day-to-day operations of the facility

Particular Tasks May Include:

- Basic administration and reception duties;
- Assistance with events as required;
- Basic cleaning and maintenance items as required.

Eligibility:

- › Must be OWSP eligible;
- › SmartServe training an asset but will be provided for those without;
- › Web and graphic design skills an asset but not required.

Term: September 2006 - April 2006

Application Deadline: Monday September 18th, 2006 by 5:00pm

Wage: \$7.75 per hour for 10 hours per week

Please Submit Resume, Cover Letter, and the Names of two References to:

Dwayne Collins, Steward
Sadleir House
751 George St. N.
Peterborough, ON
K9H 3T2

We appreciate all applications, but only those selected for an interview will be contacted.

