

House Warden (Sadleir House Facility) [OWSP]

The P.R. Community and Student Association (PRCSA) invites applications to fill the two positions of House Warden available at Sadleir House in Peterborough, Ontario. Sadleir House is an independent, non-profit educational facility owned by the students of TrentUniversity and shared with the community as a whole (www.prcsa.ca).

The successful candidate will be OWSP eligible and be responsible for assistance with the general operations of Sadleir House under the direction of the Steward and Convenor. Depending on the skills of the applicant, particular focus may occur in: event planning, office management, library operations, or website maintenance. All Sadleir House employees are expected to aid with day-to-day operations of the facility.

Particular Tasks May Include:

- Office reception;
- basic event planning, preparation, and staffing;
- basic cleaning and maintenance;
- basic operation of audio/visual gear (training provided);

Eligibility:

- Must be OWSP eligible;
- › SmartServe training an asset but will otherwise be provided;
- › Computer and web design skills an asset but not required;
- › Experience with Audio/Visual gear an asset but not required;

Term: September 2008 - April 2009

Application Deadline: September 24th, 2007 by 5:00pm

Wage: \$9.15 per hour / approx. 10 hrs/wk.

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

Mr. Dwayne Collins, Steward
SadleirHouse
751 George St. N.
Peterborough, ON
K9H 3T2
dcollins@prcsa.ca (PDF format only)

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



Employment Opportunity