

McMaster Association of Part-Time Students

McMaster University Student Centre • McMaster University • Hamilton, ON • L8S 4S4
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PART-TIME INFORMATION ASSISTANT, McMASTER ASSOCIATION OF PART-TIME STUDENTS

The McMaster Association of Part-Time Students (MAPS) has an opening for an ongoing, Part-Time Information Assistant, beginning April 19th, 2010 and reporting to the Office Administrator. Minimum standard hours: 4:30-8:30 p.m., two evenings per week (Mon. & Wed. or Tues. & Thurs.) to be determined, with the necessity of additional hours when required. General responsibilities include answering the telephone and responding to queries regarding part-time studies at McMaster, both in person and via e-mail; assisting students with SOLAR, E.L.M. and MUGSI; ordering office supplies; basic maintenance of student computers/printer, as well as other duties as assigned. Candidates should possess a working knowledge of University student policies and procedures, i.e. SOLAR, as well as a variety of computer applications and general office practices. Strong communication skills and a friendly, helpful nature are definite musts. Patience in dealing with non-traditional learners with varying degrees of academic experience is required. The position requires an ability to job share and work both independently as well as within a team environment. Confidentiality as well as flexibility to work additional hours to cover vacation/meeting times (both day and evening), are a must.

Beginning salary: \$10/hour

Interested, qualified applicants should send their resume, along with a covering letter, to:

Terri Jones, Office Administrator
McMaster Association of Part-Time Students
MUSC-234, 1280 Main St. W.
HAMILTON, ON
L8S 4S4

Deadline: Fri., March 19th, 2010.

MAPS is an affiliate member of the McMaster University community and exists to represent the needs and concerns of part-time students within various academic and administrative committees.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

In accordance with Canadian Immigration requirements, this advertisement is directed to Canadian citizens and permanent residents. MAPS is an equal opportunity employer.

**Please submit application electronically to:
tjones@mcmaster.ca**