

# Job Opening - Regis College Front Desk –

## Student Front Desk Assistant

### **Description**

Front Desk Assistants (FDAs) provide security for Regis College during such shifts, answer questions from students and general public, answer emails and telephone calls, handle cash transactions for book/cd sales, make coffee, and provide AV support to faculty and staff. Training will be provided. This position will be for evening (4:15 - 9:15 p.m.) and weekend shifts. Additional optional shifts may be available from time to time.

### **Qualifications/Requirements**

- Normally must be a current Regis College student.
- Must have excellent attention to detail and the ability to follow detailed procedures
- Must be able to provide excellent customer service, answer questions regarding Regis College.
- Able to work independently after appropriate training.
- Computer literate with basic skills in office applications, internet browsers, and trouble shooting.
- Cash handling skills.

### **Applications**

Applications, i.e. cover letter and resume, may be dropped off at the Front Desk or e-mailed to [jon.clemens@utoronto.ca](mailto:jon.clemens@utoronto.ca) by Nov. 20, 2019.

For further information contact Jon Clemens at 416-922-5474 ext. 227 or by email at [jon.clemens@utoronto.ca](mailto:jon.clemens@utoronto.ca).