

Receptionist/ Office Assistant, Shaftesbury North Side

Term .6 FTE (three full days per week, Wednesday, Thursday, Friday) – Anticipated start date July 25, 2019 to August 31, 2020 with the possibility of an extension. All responsibilities will be job-shared with a current .4 FTE employee.

The CMU Receptionist responds to student inquiries, completes general office administrative duties, handles correspondence and is often the first point of contact for many students and the public. This position is responsible for handling a wide variety of inquiries and providing accurate information about the university. This person reports to the Director of Enrolment.

Responsibilities:***Reception and Administration Support 50%***

- Provide telephone answering services for Canadian Mennonite University on the Shaftesbury & Grant Campus
- Arrange for back-up phone answering services when necessary including training of student assistants
- Respond to in person inquiries and visitor questions, direct visitors to appropriate individuals or offices
- Courier outgoing packages, including regular courier to Menno Simons College campus
- Distribute incoming mail and prepare outgoing mail
- Book counselling appointments for CMU students with on-campus counsellors
- Sign for all incoming packages and notify students of parcel pick-ups
- Enter events into the CMU Meetings/Public calendars
- Enter payments received by fax in Blackbaud Student Information System
- Manage Xerox billing and maintenance calls for north side of campus
- Order coffee for the north and south campus staff lounges
- Prepare programs for on-campus music events in cooperation with the Communications department
- Create and edit programs for the weekly School of Music Thursday recitals
- Create and edit programs for CMU vespers services once a month
- Enter payments received by fax or online in Blackbaud Student information system

Enrolment 50%

- Process student applications received through website or by paper
- Respond to phone inquiries from interested applicants
- Answer info@cmu.ca emails using standardized responses

Qualifications:

- A commitment to the Christian church and the mission of CMU
- Post-secondary education preferred
- Office assistant training or experience will be an asset
- Excellent organizational and administrative skills
- Strong interpersonal skills and ability to work in a team environment
- Strong written and oral communication skills
- Strong Microsoft Office Suite skills, primarily Word and Excel
- Experience with data entry
- Attention to detail required

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204-594-0532. Applications will be reviewed upon receipt and will be accepted until this position is filled. Applicants should email a resume (PDF or Word document) along with the names of three references, in confidence to hrdirector@cmu.ca or to Director of Human Resources, Canadian Mennonite University, 500 Shaftesbury Blvd. Winnipeg, MB R3P 2N2