



## Job Opportunity: Information Clerk

**Organization:** Association of Part-time Undergraduate Students of the University of Toronto (APUS)

**Reporting to:** Executive Director

**Position Type:** Part-time, contract (12 months)

**Compensation:** \$16.00/hour (minimum of one four-hour shift weekly, total hours depend on scheduling)

**Start Date:** October 2019

**Positions Available:** 1

APUS is a not-for-profit organization that represents between 6,000 – 14,000 part-time undergraduate students across all three campuses of the University of Toronto. We provide members with a range of cost-saving services, advocacy, as well as events and programming. We endeavour to improve the part-time student experience. APUS is a member local of the Canadian Federation of Students.

We are currently seeking students for one Information Clerk position starting in October 2019. This position is unionized with CUPE 1281. **Only current part-time undergraduate students at the University of Toronto are eligible for this position.**

### Responsibilities

1. Provide front-line services and information for walk-in students and/or phone inquiries to the office and/or email inquiries including but not limited to APUS Health & Dental plans, scholarships and bursaries, tax clinics, workshops, events and campaigns
2. Assist students with photocopying/printing, maintenance of student space, and other office services in conjunction with the Member Services Coordinator
3. Assist students with accessing health and dental plan opt-ins and opt-outs in conjunction with the Member Services Coordinator
4. Provide clerical support with direction of the Executive Director
5. Basic administrative duties under the supervision of the Executive Director, including but not limited to filing, customer service, recording of petty cash
6. Disseminating information about APUS services and the services provided by the Canadian Federation of Students
7. Provide front-line services and information for students regarding University services, including but not limited to campus spaces, academic support, financial aid, career services and health and counselling resources
8. Ensure the creation and maintenance of a friendly, safe and inclusive office environment
9. Support APUS initiatives as required such as assisting with events – set up, clean-up, distributing flyers, tabling, speaking about APUS services where possible
10. Work on and complete large group assignments in an equitable and timely manner, including but not limited to class mail outs
11. Represent APUS at campus events, and do tabling and class speaks as directed by the Executive Director
12. Ensure all monies collected through photocopying are documented and delivered to the APUS administrative office with accompanying documentation
13. Contact service repairs for office equipment where necessary after reporting to Executive Director
14. Observe office procedures and acquire relevant training and education where necessary
15. Participate in APUS training and development in relation to needs of constituents and the organization where it affects the carrying out of Information Clerk duties
16. Recruit APUS volunteers and refer to Events and Outreach Coordinator or Executive Director
17. Operate with an anti-oppressive framework

Interested candidates should submit one file containing their resume and cover letter in PDF format via email by **October 7, 2019 at 5:00 pm** to:

Caitlin Campisi  
Executive Director  
APUS  
[ed@apus.ca](mailto:ed@apus.ca)

*APUS is an independently incorporated students' union working with the University of Toronto community. This is not a University of Toronto staff position. We encourage applications from diverse communities, including but not limited to, members of Indigenous communities, racialized communities, queer communities, trans communities, persons with disabilities, marginalized genders and women. We thank all applicants for their application but only selected applicants will be contacted for an interview.*