STAFF VACANCY

Brescia University College (www.brescia.uwo.ca), a Catholic college affiliated with Western University, is Canada’s only women’s university providing instruction to over 1500 students. Brescia is currently seeking an experienced and dynamic individual to fill a position as:

FRONT DESK STAFF – Student and Guest Services
(Casual – Hourly rate $15.42)

Reporting to the Residence Manager and the Manager of Ancillary Services, you will provide superior reception services at Clare Hall residence. Your duties will include: monitoring building access; enforcing residence policies; responding to student and guest concerns/emergency situations; maintaining log book; providing general information to students, families, guests and visitors; liaising with and assisting conference guests and attendees, booking accommodation requests in to the booking system; assisting overnight guests with check ins and check outs and providing great hospitality service during their stay; escalating positive and negative reviews/issues and operational feedback to management.

Required skills include: excellent customer service skills consistent with a student-centered post-secondary environment; good communication and interpersonal skills; ability to follow verbal and written direction; ability to maintain confidentiality; attention to detail; familiarity with various computer applications including Word, Excel and Access; experience in an office environment would be an asset; certification in First Aid, CPR and willingness to complete a Security Training program is also required. Hours of work will mainly be on the weekend (8a.m. – 4:00 p.m. or 4:00 p.m. – midnight) but you will also have the opportunity to be scheduled as relief coverage for occasional day (8:00 am – 4:00 pm), afternoon (4:00 p.m. – midnight) and night shifts (midnight – 8:00 a.m.).

For a detailed description of the role please email brescia-positions@uwo.ca with your request.

Please submit a letter of application and resume by January 21, 2018, to:

Brescia University College
c/o Human Resources
1285 Western Road
London, Ontario N6G 1H2
Email: brescia-positions@uwo.ca

Brescia provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant’s accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Human Resources at brescia-positions@uwo.ca.