STAFF VACANCY

Brescia University College (www.brescia.uwo.ca), a Catholic university college affiliated with Western University, is Canada’s only women’s university providing instruction to over 1,500 students. Brescia is currently seeking an experienced person to fill a permanent part-time opportunity as:

FRONT DESK STAFF – Student and Guest Services
(Permanent Part-time, Hourly Rate $15.74)

Reporting to the Residence Manager and the Manager of Conference 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 (8:00 a.m. – 4:00 p.m., 4:00 p.m. – midnight, or midnight to 8:00 a.m.) however you will also have the opportunity to be scheduled as relief coverage for the occasional day shift from Monday to Friday (8:00 am – 4:00 pm), afternoon (4:00 p.m. – midnight) and night shifts (midnight – 8:00 a.m.). Must be willing to work all shifts.

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 May 8, 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