



**Position:** Brampton Facilitator

**Campus Location:** Brampton or Creekbank

**Salary:** \$18.50/hr

**Hours:** Monday – Friday, various part time hours up to 20 hours/week

**Reports to:** General Manager

**Term:** 2024/25 Academic Year

**Start Date:** September 9, 2024

**Application Deadline:** August 28, 2024

**SUMMARY:**

The Brampton Facilitator provides direct assistance and support to students by responding to their inquiries and needs, ensuring they have a positive experience. The role involves collaborating with the Admin team on administrative projects, managing effective communication within the team and with students, providing information about the health and dental benefits (StudentVIP) upon request, and maintaining strict confidentiality to protect student privacy and adhere to institutional policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare materials and information for responding to health and dental benefit enquiries
- Supporting student tabling and presentation initiatives
- Supporting AUSU committees through the development of agendas and minutes
- Supporting event planning, and implementation
- Assist with projects and tasks assigned by the Admin Assistant, Finance Manager, GM and the Executive
- Supporting file management system with the Admin Assistant, GM and Finance Manager
- Organize financial documents for storage.
- Attend AUSU meetings as requested
- Support the planning and implementation of town halls and the Annual General Meeting
- Maintain strict confidentiality
- Ensuring proper methods of communication are followed
- Communicating about changes to schedule in a timely manner
- Provide direct customer service to students at all times
- Represent AUSU with the best interest of the organization at all times.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of office management systems and procedures.
- Basic Understanding of Health and Dental benefit programs
- Working knowledge of office equipment, like printers and fax machines.
- Proficiency in Google workspace
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- 40 words per minute typing speed is an asset
- Strong organizational skills with the ability to multi-task.
- Knowledge of equity related subjects such as LGBTQIA2S+, racialized and marginalized groups to provide support in various operational areas of AUSU

**EDUCATION/EXPERIENCE:**

- High School Diploma and related experience

**LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret general business
- Ability to write business correspondence

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- G2 Driver's License and access to a vehicle is an asset

Please email your resume and cover letter in one PDF document to [AUSU@ausu82.ca](mailto:AUSU@ausu82.ca) by August 28, 2024 at 4:00pm and include the position title in the email subject line.

**Our Commitment to equity, diversity and inclusion:**

We respect and value the diversity of our people. We strive to create an environment where employees can be themselves and where our differences are celebrated.

AUSU is committed to being accessible and inclusive, and following barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Applicants who require accommodation through any stage of the recruitment process will be accommodated upon request.