

---

---

staf correspond with staf and guests through email, phone and in person. Candidates should be comfortable

---

---

All residence desk locations (Endayaan Tkanónsote, Jean Royce Hall, Victoria Hall, Watts Hall). Student staff are to work at various desks depending on operational need.

---

Staff must be legally entitled to work in Canada, or possess a valid student visa.

Staff must be able to work shift work, including midnight shifts (12 am – 8 am).

Staff must be committed to work; time-off requests will be reviewed on an individual basis and are not

Staff must submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check prior to your start date. It is the employee's responsibility to maintain a clean CPIC and Vulnerable Sector Check

any time. In addition, you are also required to immediately disclose to the University any occurrence and/or circumstances(s) that might impact your ability to receive a clear CPIC or Vulnerable Sector Check.

Shifts will be scheduled throughout the entire duration of the contract dates; staff must be available for mandatory training at the beginning of their contract (full days), as well as during long weekends, Homecoming

Front Desk Representatives must abide by the policies and procedures as outlined by Housing & Ancillary Services, the Employee Handbook and the University Code of Conduct.

---