**The Central Student Association (CSA) is the undergraduate student union at the University of Guelph.  We advocate on behalf of our membership, representing collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education.  In addition we offer numerous services and programs such as the universal bus pass, health and dental plan, and a Student Help and Advocacy Centre.**

**Bus Pass Assistant Application – Fall Distribution 2017**

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| **Distribution Dates** | Thursday, September 7th, 2017 (9am-6pm)Friday, September 8th, 2017 (9am-6pm)Monday, September 11th, 2017 (9am-6pm) |
| **Hours** | Maximum 15 hours, or 3 shifts |
| **Hourly Rate** | $11.25/hour |
| **Supervisor** | Kayla Weiler VP External |

## Training and Transition:

* Once selected, you will receive an email with all relevant training information. You are responsible for completing all training.

## Job Description:

* To place stickers on cards for students and keep records of distribution
* To manage flow of students as they come in to the distribution location to minimize confusion, and maximize efficiency
* To adapt to meet the needs of student traffic and allow for a quick, efficient system
* To remind students about the pro-rated replacement fee requirement for replacing a bus pass

## Qualifications:

* Ability to perform repetitive tasks over long periods of time
* Careful and meticulous with details
* Positive and friendly
* Available to work on Thursday, September 7th, 2017, Friday, September 8th, 2017 and Monday, September 11th, 2017 between the hours of 9am and 6pm

**Deadline for applications is Monday, August 31st, 2017 at 12:00pm (Noon)**

Job description and link to application is online at [csaonline.ca/positions-open/](file:///C%3A%5CUsers%5CLouise%5CDropbox%5CFront%20Office%20Admin%5CBUS%20PASS%20DISTRIBUTION%5CFall%202015%5Ccsaonline.ca%5Cpositions-open%5C)

If you are interested in applying for this position with the CSA, please complete the application online. Incomplete forms will not be considered. It is your responsibility to ensure all requested information is provided.

If you have any questions, at any time, while completing this application form, please contact:

Kayla Weiler (csavpexternal@uoguelph.ca)

Applicants selected as CSA F17 Bus Pass Assistants will be contacted by email or phone. Applicants who are not selected will not be contacted.

Bus Pass Distribution schedules will be completed based on availability and will be distributed via email to all successful applicants.

The CSA is a committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.