The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, representing their 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 Bullring, universal bus pass, health and dental plan, Bike Centre, Clubs, Student FoodBank, SafeWalk, Student Help and Advocacy Centre, printing and promotional services.

BIKE CENTRE ASSISTANT

The Bike Centre is a do-it-yourself bike repair centre. It seeks to empower student cyclists by teaching them how to repair their bikes and by raising awareness of cycling and cycling initiatives for the Guelph community. The Bike Centre is well stocked and provides tools, fluids, equipment, and knowledgeable staff and, when circumstances permit, volunteers to keep your bike working safely. The Bike Centre is open to all members of the campus community regardless of skill level.

The Bike Centre Assistant, in close collaboration with the Bike Centre Coordinator, is primarily responsible for acting as a resource around safe bike repairs and maintenance. This includes being present in the Bike Centre for shifts and office hours, running bicycle repair workshops each semester, and assisting with management of the repairs of the bicycles in inventory, particularly in preparation for the annual Spring Auction in March.

<table>
<thead>
<tr>
<th>Term</th>
<th>January 9 to April 21, 2023, 15 weeks</th>
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</thead>
<tbody>
<tr>
<td>Hours</td>
<td>10 hours per week, 150 hours total</td>
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<tr>
<td>Wages</td>
<td>$2,544.00 (includes vacation pay)</td>
</tr>
<tr>
<td>Immediate Supervisor</td>
<td>Bike Centre Coordinator</td>
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<tr>
<td>Executive Supervisor</td>
<td>Vice President External</td>
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</tbody>
</table>

TRAINING AND TRANSITION:

- Required to complete the following online training modules:
  - Workplace Health & Safety
  - Anti-Oppression
  - Accessible Service Provision
  - Sexual and Gender Based Violence Awareness
- Required to attend the following in-person training modules:
  - CSA Staff Orientation
  - Workplace Respect
  - CSA Positive Workplace

JOB DESCRIPTION:

GENERAL RESPONSIBILITIES:

- Be available to work 10 hours on-site during Bike Centre hours of operation [Mon 9-6, Tues 10-6, Wed 8-4, Thurs 12-8]
- Support the Bike Centre Coordinator, by ensuring the Bike Centre is operating smoothly and effectively
- Ensure the Bike Centre operates in an inclusive manner
- Complete and submit biweekly time sheets to the Business Office
• Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events and fewer hours at other times throughout this contract
• Participate in weekly team meetings as coordinated by the Bike Centre Coordinator
• Together with the Bike Centre Coordinator, ensure the Bike Centre space is well maintained, organized, safe, tidy, and always respectful and aware of the shared space with the Student FoodBank and neighbours
• Assist the Bike Centre Coordinator to update and maintain the Bike Centre Operations Manual

PROMOTION & EVENTS:
• Collaborate with the Bike Centre Coordinator to prepare and run promotional events throughout the semester
• Work collaboratively with Bike Centre Coordinator and assist in the planning and execution of the annual bike auction held during Sustainability Week (March)
• In collaboration with the Bike Centre Coordinator, design and facilitate at least three (3) bicycle how-to workshops per semester

SHOP RESPONSIBILITIES:
• During shop hours, teach cycling related skills such as safety, basic mechanics, theft prevention, and seasonal maintenance on a drop-in basis
• Work with the Bike Centre Coordinator to organize restocking of the Bike Centre inventory, including, but not limited to, new tools, fluids, and items for related sales
• Work with the Bike Centre Coordinator to manage repairs of the bicycle inventory, in preparation for the annual Spring Auction in March
• Clean and organize the shop before and after hours with the guidance of the Bike Centre Coordinator
• Work with the Bike Centre Coordinator to explore new Bike Centre programs

QUALIFICATIONS:
• Be available to work all contract hours during Bike Centre hours of operation
• In depth knowledge of bicycle repair and maintenance
• Good communication skills
• Experience teaching and delivering educational workshops
• Organizational abilities, multitasking and ability to prioritize
• Dedicated, reliable and team oriented
• Strong understanding of, and commitment to inclusivity
• Strong enthusiasm for cycling and cycling related issues
• Ability to work independently

Deadline for applications is Wednesday, November 30, 2022, at 12:00 Noon
Resumes and Cover letters should be submitted online through the CSA application process found at http://www.csaonline.ca/jobs

For a complete copy of the CSA Hiring Policy, visit https://csaonline.ca/about/bylaws-policies. The CSA hiring policy is found in Appendix C of the Policy Manual, Section 4.0.
The CSA is 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.
The Central Student Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To arrange accommodations please contact csamain@uoguelph.ca
New hires who require an Accommodation Plan must request a meeting with either the Business Manager or the Office Manager (CSA HR Support Team) prior to the hire date specified in the employment contract. This meeting will be confidential and specific to the individual’s needs.