



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 (WINTER)

The Bike Centre is a do-it-yourself bike repair workshop on campus. It is open to all registered University of Guelph students regardless of skill level, and provides tools, fluids, equipment, and knowledgeable staff to keep their bikes working safely.

The Bike Centre Assistants, under the supervision of the Bike Centre Coordinator, are responsible for the overall management of the Bike Centre. This includes ensuring the space is inclusive and accessible, acting as a resource for safe bike repairs and maintenance, assisting with inventory management, and cleanliness of the overall physical space. As a staff member, the Bike Centre Assistant must uphold and support the [CSA's Mandate and Approach](#) and work towards the overall success of the CSA and the Team as we serve our members.

<b>Term</b>	January 6 to April 18, 2025, closed during Reading Week Total 15 Weeks
<b>Hours</b>	7.5 hours per week <i>(average hours vary from week to week)</i>
<b>Wages</b>	\$17.55 per hour + 4% vacation pay
<b>Immediate Supervisor</b>	Bike Centre Coordinator
<b>Executive Supervisor</b>	Vice President External

### 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
  - WHMIS 2015 (Workplace Hazardous Materials Information System)
- Required to attend the following in-person training modules:
  - CSA Staff Orientation
  - CSA Positive Workplace: Conflict Resolution, and HR Support Team
  - Workplace Respect: Workplace Violence & Harassment

### JOB DESCRIPTION:

#### GENERAL RESPONSIBILITIES:

- Be available to work 7.5 hours on-site during Bike Centre hours of operation [Monday through Thursday, schedule to be determined with Bike Centre Coordinator, may include one early morning and/or one early evening]
- 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 BC Coordinator, who will sign and forward to the Business Manager

- 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 scheduled by the Bike Centre Coordinator
- Attend CSA All-staff meetings (approximately 3 meetings in Winter 2025)
- Attend and participate in the CSA's General Members Meeting (GMM) held annually in March

#### **PROMOTION & EVENTS:**

- 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 bicycle how-to workshops

#### **SHOP RESPONSIBILITIES:**

- 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
- 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 verbal communication skills
- Organizational skills, multitasking and ability to prioritize
- Demonstrated initiative and ability to work independently, and within a team
- Strong understanding of, and commitment to inclusivity
- Experience with inventory management is an asset
- Strong enthusiasm for cycling is an asset

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**Deadline for applications is Friday, November 22, 2024, at 4:00 PM**

Resumes and Cover letters should be submitted online through the CSA application process found at <http://www.csaonline.ca/jobs>

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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. Accommodation is available on request for candidates taking part in all aspects of the selection process. To arrange accommodation please contact [lclarke@uoguelph.ca](mailto:lclarke@uoguelph.ca).

New hires who require an Accommodation Plan must request a meeting with Lee Anne Clarke, the Business Manager and member of the 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.