

Job Posting Information

Term Posted:	2024 - 2025
Available Semester(s) of Employment:	Fall/Winter (up to 8 months)
Position Type:	On Campus (General)
Position Title:	Guest Registration and Door Staff
# of Positions Available:	35
Work Location::	In-person/On-campus
Position City:	Guelph
Position Province/State:	ON
Position Country:	Canada
Salary:	\$16.55 hourly for 10 hours per week
Compensation Type:	Hourly Wage
Start Date:	08/25/2024
End Date:	04/25/2025
Position Description:	<p>Are you looking for a part-time job for the F24/W25 school year? Are you a "night" person? Can you work weekends? Are you looking for shifts that will work around your class schedule? Maybe our Guest Table position would be a good fit for you!</p> <p>Position Title: Guest Registration and Door Staff Reports To: Joanne Mead, Desk Services Manager Department: Student Housing Services Employment Dates: Sunday, August 25th, 2024, to Friday, April 25th, 2025.</p> <p>Position Summary: The Guest Table Staff work during the Fall and Winter Semesters; shifts are on Friday, Saturday nights (hours are typically 10 p.m. - 3 a.m.) and this team is required by contract to work special hours for higher traffic nights such as Orientation Week, College Royal, Halloween and St. Patrick's Day. They may be asked to start earlier or work later to accommodate events occurring in residence. The staff are stationed at the main entrances of the residence buildings to provide an after-hours location for students to sign in their guests and educate the residents on the Student Housing Guest Policy. This position is</p>

	<p>primarily customer service oriented.</p> <p>Essential Functions: <i>Responsibilities include:</i> Facilitating the Guest Registration process, Assisting in educating the students in residence on the Student Housing Guest Policy, Verifying student and guest identification, Assisting on the Residence Desks during staff shortages or high traffic times such as check-in and check-out.</p> <p><i>The responsibilities listed above are not exclusive duties of the Guest Tables Staff; they will be required to follow other related duties as specified by the Desk Services Manager or their designate.</i></p> <p>Qualifications and Skills: Strong communication skills, teamwork skills, and experience in customer service is required. The ability to work late night shifts on Fridays and Saturdays (hours are typically 10 p.m. - 3 a.m.) is also required. Knowledge of the University campus, University website and Student Housing Services website is essential to this position. Student staff must be knowledgeable of the University's and the City of Guelph's resources available to students and guests. Student staff must be proficient in using MS Word, Excel, Outlook email and calendar.</p>
Supervision & Coaching Structure:	Positions managed by Desk Service Manager - Joanne Mead Training, Support and Coaching provided by Desk Service Manager and Student Manager(s) Mid-Semester performance review and staff feedback by Student Manager(s)
Anticipated Student Learning:	Communication - verbal, written & listening Teamwork - trust and reliability Take Initiative on the job
Employability Outcome 1:	COMMUNICATION - Visual Communication
Employability Outcome 2:	COMMUNICATION - Oral Communication
Employability Outcome 3:	ATTITUDES - Responsibility
Employability Outcome 4:	ATTITUDES - Initiative

Employability Outcome 5:	INTERPERSONAL - Social & Cultural Agility
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Application Information

Application Deadline:	April 1, 2024 11:59 PM
Application Documents Required:	Cover Letter,Resume,Other (e.g. writing sample, completion certificates etc. Check posting for details)
Additional Application Information:	In the "Other" category, please upload a document with at least (2) references
Application Method:	Experience Guelph

Company Information

Organization:	University of Guelph
Division/ Dept.:	Student Housing Services
Salutation:	Ms.
Position Contact First Name:	Joanne
Position Contact Last Name:	Mead
Contact Title:	Desk Services Manager
Address Line One:	50 Stone Rd E
City:	Guelph
Province / State:	ON
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