



Support Positions

Term Position Sept – May
(2-3 positions, 10 -13 hours/week)

We are looking for 2-3 dynamic individuals to provide support services to the Camosun College Student Society. Successful candidates for this position will be employed in a customer service role at the CCSS Health Plan and CCSS Administration offices on both campuses. These positions are ideal for students and any specific training will be provided.

RESPONSIBILITIES

- Assist with Student Society welcome back to school activities held during the first weeks of September.
- Provide information about the student benefit plans and process opt-outs
- Answering telephone and counter inquiries from students and members of the public
- Assisting students with faxes and photocopying
- Stocking the student food bank
- Helping to keep offices clean and tidy
- Perform related duties

REQUIREMENTS

- Basic computer skills/knowledge
- Ability to communicate and interact with the public
- Ability to work in a non-profit unionised environment
- Some knowledge of Camosun College and the Student Society is a benefit

Rate of Pay: \$12.38 hour + 4% vacation pay

Reply with resume by 3pm on Friday August 22nd, 2008 to:

**Staff Liaison Officer
Camosun College Student Society
3100 Foul Bay Road
Victoria, BC V8P 5J2
Fax: (250) 370-3693
employment@camosunstudent.org**