



Posted June 17, 2020

Office Assistant (Work-Study)

Number of positions	1
Contract	September 2020-June 2021
Salary	\$21.53/hour
Approximate hours	15 hours per week

GradProSkills empowers Concordia graduate students and postdoctoral fellows to engage with community resources, optimize their graduate school experience and equip themselves to realize their professional and academic goals. If you would like to improve your organization and communication skills, and contribute to the mission of GradProSkills, we encourage you to apply to join the 2020-21 GradProSkills Team as our Office Assistant.

The Office Assistant plays an important role in ensuring the smooth delivery of our workshops and events, by supporting GradProSkills staff with administrative preparations and follow-up for professional development workshops. They assist with the preparation and distribution of workshop materials and instructions to participants before and after the workshop. They also respond to general inquiries from students, workshop leaders and other members of the GradProSkills team.

Requirements:

- **MUST** be eligible for the [Concordia Work-Study program](#).
- Previous administrative experience, ideally in an academic environment.
- Demonstrated ability to perform professionally in a customer service role.
- Very good written and oral communication and interpersonal skills.
- Intermediate knowledge of Microsoft Excel, PowerPoint, Outlook, Teams and Word.
- Strong organizational skills and time management skills to work independently from home.
- Basic knowledge of Concordia's online training tools, notably Zoom and Moodle.
- Familiarity with Concordia's student services and the GradProSkills program.
- Willingness to work on other GradProSkills events and activities as required.

Application process:

- Interested applicants must submit, by email, their resume with a cover letter before the deadline: **Monday, July 6, 2020 at 11:59pm**.
- **If applying for multiple positions, you must submit a separate email for each position.** Applicants are expected to tailor their resume and cover letter for each position.
- Applications must be sent to: gradproskills-jobs@concordia.ca. **Please use the position title as the subject.**
- We would like to thank all interested graduate students for their applications. **Only those candidates selected for an interview will be contacted before July 31, 2020.**
- If selected for the position, we will validate your eligibility with the Work-Study Office before you are hired.