



Job Opportunity: RRRA Office Manager

Job Title: RRRA Office Manager
Location: RRRA Office – Residence Commons
Term: August 24, 2016 to April 31, 2017
Reports to: RRRA Executives

Position Description:

The Office Manager is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.

Responsibilities:

- Report to the RRRA President, Vice President Administration, Vice President Programming on a weekly basis
- Perform duties as directed by an RRRA executives
- Manage office employees, and create office work schedules
- Decorate office, maintain the office, and maintain the student lounge
- Work collaboratively with RRRA Senior Staff

Compensation:

\$235.00 bi-weekly

If you are interested in applying for this position, please send your resume and a short cover letter to the following Executive member by Tuesday, August 9, 2016 at 11:59 p.m.:

Daniel Pollak, vpp@rrra.ca