



## **Job Opportunity: Office Staff**

**Job Title:** Office Staff  
**Location:** RRRA Office – Residence Commons  
**Term:** September 10, 2016- April 31, 2017  
**Reports to:** RRRA Office Manager, RRRA Executives

### **Position Description:**

Office staff are responsible for the day-to-day operation of the RRRA office. The position requires interacting with residence students as well as various administrative tasks typical to an office environment.

### **Responsibilities**

- Work at least 1 four-hour shift per week
- Perform duties as directed by the Office Manager or an Executive
- Answer phone lines and relay messages
- Assisting students in office with various needs and providing them with RRRA give-away items
- Over-see office and multipurpose room during shift Sell tickets to various campus events

### **Compensation:**

\$11.25/hour

If you are interested in apply for the position, please send your resume, a short cover letter , the following form, along with your fall class schedule to Lil Morton, Office Manager by Wednesday September 7<sup>th</sup>, 2016

Subject line should be in the following format:  
**First Name Last Name: Office Application**

Lil Morton, [hringboard@rrra.ca](mailto:hringboard@rrra.ca)



## **RRRA Office Staff Application Form**

2016-2017 Academic Year

### Personal Information

**Applicants Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

**Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Province:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

Are you living on Carleton's Residence this Year                      **Yes**                       **No**

**Ottawa Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Province:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Along with this Application Form please submit a brief cover letter, your resume, and fall semester timetable. All Applications must be submitted by **Wednesday September 7<sup>th</sup>, 2016**. Please email all application to Lil Morton, Office Manager at [hiringboard@rrra.ca](mailto:hiringboard@rrra.ca). Selections applications will be contact to for an interview.