

### **Campus Attendant – Competition #U25-22/23 – Biggar Program Center**

The Campus Attendant is responsible for attending to basic program and facility needs as well as for making students, staff and the public feel welcome in the college buildings. The Campus Attendant is primarily scheduled in the afternoons and evenings; however, some occasional weekend work may occur.

#### **Duties**

##### **Facilities**

- Open and close the campus facility as required for evening and weekend programming.
- Prepare rooms for scheduled classes.
- Maintain the security of the equipment and the facility.

##### **Customer Service**

- Provide reception for the campus including general phone and in-person inquiries, taking and relaying messages, and referring to the appropriate persons.
- Ensure that water, coffee, tea, etc., is available as required.
- Respond to basic inquiries from the general public.
- Maintain a professional image and courteous demeanor with all internal and external customers; including students, employees, management and general public.
- Provide support and assistance to the Campus staff as required.
- Invigilate examinations for students as required.

##### **Technology Support**

- Set up and ensure audio-visual equipment is functioning properly.
- Implement procedures to troubleshoot equipment malfunctions.
- Demonstrate the proper use of equipment to students as needed to facilitate class usage; for example, the use of telephones, volume controls, record and stop functions.

##### **Administrative Support**

- Collect, organize and maintain accurate registration and exam invigilation records as required by the college and our partnering institutions.
- Basic data entry.
- Photocopying and preparing mail outs, as required.

##### **Education and Experience**

- Minimum Grade 12 or academic equivalent.
- Minimum of one-year experience in a customer service position.
- One year experience operating audio-visual equipment is an asset.

##### **Term Position**

Location: Biggar

Hours: up to 120 hours

Start Date: March 1, 2023

End Date: June 30, 2023

For additional information, please contact Fritz Eckstein, Region Manager at (306) 463-1356.

Send resume and cover letter, quoting competition #U25-22/23, by 12:00pm on December 8, 2022 to:

[gpchr@greatplainscollege.ca](mailto:gpchr@greatplainscollege.ca).

***The successful applicant will be required to complete a criminal background check that is satisfactory to Great Plains College.***