

MUNPA JOB POSTING - Closing Feb. 12th

POSITION: Part time Office Assistant (Contractual Position)

LOCATION: MUNPA General Office, Signal Hill Campus, MUN

JOB DESCRIPTION:

We are seeking to fill the position of part time Office Assistant. We are giving our membership the first opportunity to apply for this position.

The role of the Office Assistant is to maintain the affairs of the MUNPA General Office and to assist the members of the Board of Directors of the Association, in particular the Executive, as requested. Examples of the work required include (but are not limited to) monitoring incoming telephone and email messages; responding to members' requests or referring their queries to the MUNPA Executive or to a Memorial University Office as appropriate; maintaining the Association's membership Access database and email Distribution lists; adding new members monthly; maintaining a well-organized filing system; assisting as needed in organizing events, such as room bookings and parking arrangements for our various programming and special events; assisting with preparation of correspondence; printing and distribution of information; attending monthly Board meetings and the Annual General Meeting; other administrative duties as required.

An individual with an office background and good computer skills is required. Experience with Microsoft Excel and Access is highly recommended.

These services shall be performed on a weekly basis, in the office of the Association, or from one's home residence, as appropriate. A MUNPA laptop will be made available when working from home. The actual hours of work will approximate 30 hours per month and will be at a time of one's convenience.

Remuneration for this contract is prorated on Step 18, Band 4, of the CUPE (#1615) MUN pay scale.

If you require further information, contact the MUNPA Office, via email, munpa@mun.ca or by telephone 709-864-6979.

If interested, please send a brief resume to the MUNPA Office, B-2003E, Signal Hill Campus, Memorial University, St. John's, NL, A1C 5S7 or email to munpa@mun.ca. Deadline for applications is 5:00pm, February 12, 2019