

## Conference Services Clerk-Summer Position

Quest is looking for two Conference Services Clerks to join our Ancillary team for the summer from May to August 30, 2019. Quest is an independent, not-for-profit liberal arts and sciences university that opened in 2007. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Join the Quest Community today!

### **Summary of Responsibilities:**

Reporting to the Director of Ancillary Services, the Conference Service Clerk will assist Ancillary Services in the successful delivery of accommodation rentals, conferences, events, and weddings through the summer months. Duties include, but are not limited to:

- Communicate with guests in a professional manner via phone, text, email and in person
- Greet and welcome guests to the Campus
- Utilize StarRez to book and organizes guests
- Execute weekly tasks including, but not limited to: room set-up, organize rooming lists and assign keys, posting group directional signage, coordinating audio visual requirements, liaising with catering and campus security
- Supporting campus housekeeping team when needed
- Other duties as assigned

### **Qualifications:**

Team building and leadership skills, ability to work independently and in a team environment with a "can do" attitude.

**Schedule/Pay:** 35 hours per week, evening and weekend work will be required. \$14.50-\$15.00 per hour depending on experience. Housing for \$600/month is available in the Peaks Building (private room with shared bathroom/living area). For more information on accommodation, please visit <https://questu.ca/student-life/campus-life/housing/>.

### **Physical Aspects of Position:**

Ability to physically lift and move heavy items (training will be provided).

**To Apply:** Email a cover letter and your resume in pdf format to [human.resources@questu.ca](mailto:human.resources@questu.ca)

**Closing date:** Until the position is filled.

**Start date:** May 6, 2019 until August 31, 2019

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity. **While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.**