

PSAC Job Description

Job Title	Ancillary Services Summer Student Assistant	Rate of Pay	In accordance with CA
Classification	Student Assistant III	Approved	June 2025

Job Summary

To assist within Ancillary Services by primarily supporting customer service needs relevant to the operation during the summer.

Primary duties:

1. assist with parking inquiries and payments
2. assist with applications and printing of ID cards in the ID Centre
3. assist with residence check-ins, field resident requests, help with lock outs and mail delivery
4. assist with projects that may be underway within the area
5. other relevant duties as assigned

Qualifications

Skillset:

1. Demonstrated ability to respect and maintain confidentiality
2. Ability to work independently and/or with others effectively, self motivated
3. Ability to communicate clearly and effectively
4. Experience using Microsoft Office is required and residence management systems in a preference

Education:

1. Preference given to current Brandon University student; knowledge of residences is an asset
- 2.

Experience:

1. Demonstrated experience providing customer service is required
2. Experience working in University residence is an asset

Working Conditions

1. Must provide Child Abuse and Criminal Record Checks
2. Working hours may include day, evening or weekend shifts, as needed

Alternate Job Titles may include:

- 1.
- 2.