



55 Gould St, Toronto, Ontario, M5B 1E9
Tel (416) 979-5000 Fax: (416) 977-7709

ryersonstudentcentre.ca

External Job Posting: Conference Staff (Part Time)

Date: Thursday July 26 2018 - 5pm

Hours: 15 to 24 hours per week

Location: Ryerson Student Centre (Toronto) **Wage:** \$15.00

Job Description:

- Conference Staff is responsible for performing duties that further the organization and aid in the effective operation of the Conferencing Services Department of at the Ryerson Student Centre.
- Prepare supplies needed for events
- Set-up and tear-down of rooms for events
- Assist with the catering, by delivering and bussing food and utensils during the events
- Assisting with client requests during the events
- Polishing glassware & tableware
- Ensuring storage areas and the AV room is kept in proper order
- General upkeep of the conference facility, keeping chairs and tables in the appropriate places
- Ensures that the needs of students, tenants, student unions and organizations, external and internal clients are met during a catered event

Qualifications:

- Able to work early morning and late evening shifts (available as early as 7AM and available after 10PM until 1AM to set up for the next days' events)
- Professional appearance and demeanor
- Ability to work effectively under pressure
- Multi-tasking abilities
- Ability to anticipate and solve problems
- Smart-Serve certified or willing to be certified
- Able to work 15-24 hours/week
- Banquet or Conference experience
- Familiarity with the Ryerson community
- Demonstrated understanding of the dynamics of an urban, post-secondary institution
- Sensitivity to diverse needs and respect of differences
- Excellent communication, both verbal and written
- Superior attention to detail
- Positive and friendly attitude
- Responds well to direction and follows-up with assigned tasks and projects
- Takes initiative and demonstrates resourcefulness with regards to problem-solving
- Demonstrates excellent judgment and conflict resolution skills

Equity Statement:

The Ryerson Student Centre aims to achieve and maintain a representative workforce for all employees by actively seeking to attract individuals of diverse backgrounds while affirmatively addressing the historic under-representation of marginalized communities, including but not limited to, Indigenous peoples, Black people, people living with disabilities, racialized people, LGBTQ+ people and women.

Persons with disabilities are encouraged to come forward at any stage of the recruitment process to request accommodations, if needed. Members of our team will consult and create processes that provide individuals with disabilities the best possible recruitment experience.

Applying:

We thank all who apply, however only qualified candidates will be contacted for an interview. Please no phone calls.

Please submit resume and cover letter (one document in Word or PDF Format is acceptable) to Joe Garisto, Conference Services Manager at jobs@ryersonstudentcentre.ca [Subject Line – Conference Staff (Part-Time)] by Friday August 31, 2018. No phone calls please.