



UNIVERSITY OF
CALGARY

WORK WITH US

ACTIVE LIVING

2500 University Drive NW
Calgary, AB, Canada T2N 1N4
ucalgary.ca/activeliving

Client Services Front Desk Staff – Student Position

<https://active-living.ucalgary.ca/>

Would you like a job that is engaging, customer service oriented, and promotes healthy active living for all? Come join the University of Calgary Client Services Desk where employees work as a team to provide high quality customer service to both members and non-members alike. These positions are ideal for students and those looking for part-time commitment. Hours of work will be proximate to operating hours.

Salary Range: General I of the AUPE Collective Agreement

Shifts: Opportunities range from 12-22 hours a week

Responsibilities include:

- Providing Exceptional customer service
- Being the first point of contact for clients at each of our desks
- Handling program registration and memberships
- Processing wristbands, rentals and towels
- Other work tasks as assigned by supervisor
- Working at Client Services but may get training in other areas in Active Living

Qualifications:

- Minimum age: 18 years
- Must have evening and weekend availability
- Experience in a customer service related field
- First Aid / CPR certification is an asset

Skills:

- Strong communication skills
- Enthusiastic to engage with our clientele
- Basic computer skills
- Experience with maintenance & repair gear is an asset
- Telephone, reception and cash handling experience is an asset

To apply:

Please submit your resume and cover letter to activejobs@ucalgary.ca. Qualified applicants will receive an application form.