



UNIVERSITY OF  
CALGARY

# WORK WITH US

## ACTIVE LIVING

2500 University Drive NW  
Calgary, AB, Canada T2N 1N4  
[ucalgary.ca/activeliving](http://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 Job Family, Phase 1 in the AUPE Collective Agreement

**Shifts:** Opportunities range from 12-22.5 hours a week

#### Responsibilities include:

- Providing exceptional customer service
- Processing program registrations and memberships
- Distributing wristbands, rentals, and towels
- Facilitating locker rentals and maintenance
- Other work tasks as assigned by Supervisor

#### Qualifications:

- Minimum age: 18 years
- Must have evening and weekend availability
- Experience in a customer service related field
- Experience with maintenance & repair of sport equipment is an asset
- Telephone, reception, and cash handling experience is an asset
- First Aid / CPR certification is an asset

#### Skills:

- Strong interpersonal and communication skills
- The ability to be creative and understanding in solving problems
- Willingness to learn and be apart of a team
- Basic computer skills

#### To apply:

Please submit your resume and cover letter to [activejobs@ucalgary.ca](mailto:activejobs@ucalgary.ca). Qualified applicants will receive an application form.