

Transit Pass Assistant

WHY WORK AT SABVC?

The Students' Association of Bow Valley College, (SABVC), is a non-profit, student-run, autonomous organization within the Bow Valley College community. SABVC provides students with effective representation, excellent customer service, and inclusive events.

JOB DESCRIPTION

SABVC is currently looking for learner-focused individuals to join our student-friendly team. Reporting to the Student Services Programmer, the successful candidates will be responsible for answering transit-related questions and registering students for the transit pass for SABVC. Successful candidates will be required to work collaboratively with office staff, student leaders, and the Bow Valley College community. If you like working in a multicultural, fast paced, and energetic environment, this job is for you!

Orientation to the role, including Calgary Transit related-information, will be provided. Our office is a fun, engaging, and professional work environment dedicated to student learning.

RESPONSIBILITIES

Duties:

- Answering student questions about the pilot transit pass.
- Troubleshooting transit pass registration concerns.
- Making appropriate referrals to ITS, Office of the Registrar, or Calgary Transit
- Encouraging students to register for the pilot transit pass.
- Providing students with a positive transit pass registration experience!

JOB REQUIREMENTS

Our mission is to provide effective representation, a positive campus experience, and exceptional support services for all BVC learners.

Qualifications

- Friendly and outgoing
- Exceptional English skills which include: an ability to read, write, and speak English fluently; ability to understand verbal and written instruction.
- Excellent communication skills
- Able to work with a variety of different personalities.
- Self-directed, able to work independently with minimal supervision.

HOW TO APPLY

To apply for this role, please submit your resume and cover letter to jobs@sabvc.ca

Salary: \$16.00 per hour
Starting date: January 4th, 2024

This is a part-time and in-person, three-week contract with a possibility of extension.

The Students' Association of Bow Valley College is committed to establishing and sustaining a positive, supportive, and healthy working and learning environment within our diverse College community. Actions of all our staff and volunteers are expected to exemplify our guiding values of Integrity, Excellence, Concern for People, Respect for Diversity, Accountability, Teamwork, and Trust.

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