



Ryerson Students' Union

**Job Posting:** CopyRITE - Sales and Operations Lead

The Ryerson Students' Union (RSU) is currently seeking a candidate to assist with supporting the operations of CopyRITE Printing Service. The employee will play a central role in fulfilling internal and external client requests within CopyRITE – a campus communications store. This position will provide the opportunity to develop customer service skills and improve production and organisational techniques in a diverse urban workplace. The position is directly supervised by the Ryerson Students' Union the CopyRITE Manager.

<b>Positions Available</b>	14
<b>Start Date:</b>	September 3, 2019
<b>End Date:</b>	April 17, 2019
<b>Rate of Pay:</b>	\$15.00 per hour
<b>Hours Per Week:</b>	15 hours
<b>Posting Date:</b>	August 6, 2019
<b>Closing Date:</b>	September 30, 2019

**RESPONSIBILITIES:**

- Provides front line service to respond to and assist incoming and outgoing customer requirements and business requests
- Conducts inventories and makes recommendations on supplies and resources to ensure that jobs are completed efficiently and on time
- Required to assist with the operation of CopyRITE POS system
- Provides administrative and organizational support for a fast-paced multi-faceted work environment through tasks such as: sorting, filing, data entry, processing paperwork, and printing various types of formats and materials
- Required to deal with cash management, record keeping and reporting to ensure that all money (cash, credit, and debit) is being efficiently tracked, managed and analyzed
- Acts as a key holder for opening and closing of operations, responsible to count cash, maintain cash flow and close out tills when necessary
- Assist in the organization and tracking of inventory and management of databases
- Works with others within and across departments to ensure smooth operations of both CopyRITE

- From time to time, helps support the overall delivery of services of the Ryerson Students' Union
- Assist in the independent completion for business cards, postcards, wide format printing and various types of bindings

#### SUCCESSFUL CANDIDATES WILL POSSESS:

- Excellent organizational and time management skills and the ability to work within deadlines
- The ability to multi-task and provide good attention to detail
- Technical experience with standard computer graphic programs (Adobe Acrobat, Photoshop and InDesign)
- Good hands-on ability working with equipment and printing methods
- Superior oral and written communication including experience in a customer-service capacity, preferably in a student environment
- The ability to be self motivated and work independently
- Commitment to high customer service standards
- An understanding of the dynamics and diversity of an urban university
- Experience working within a students' union and familiarity with the Canadian students' movement
- Close attention to detail when examining files
- Ability to work in a fast paced environment
- Willing to share knowledge and skills with coworkers

#### **Interested candidates should submit a resume and cover letter**

CopyRITE Hiring Committee  
 Ryerson Students' Union Email: [jobs@rsuonline.ca](mailto:jobs@rsuonline.ca)  
 55 Gould Street, SCC 311 Fax: 416-979-5260  
 Toronto, Ontario M5B 1E9

Deadline for Applications September 30, 2019

(If sending a "soft-copy" of your resume and cover letter via email, please ensure it is in Microsoft Word or Adobe Acrobat format)

Who are we?

The Ryerson Students' Union represents over 38,000 full-time undergraduate and graduate students at Ryerson University, in downtown Toronto. As the central students' union on campus, the RSU works to build campus life, advocate on behalf of its members, organize campaigns and initiatives, provide cost-saving services, and work with students across the province and country for a more affordable and accessible post-secondary education system.

For more information on the Ryerson Students' Union, please check out our website at [www.rsuonline.ca](http://www.rsuonline.ca).

The Ryerson Students' Union is an independently incorporated and autonomous from Ryerson University. The Students' Union is committed to employment equity and encourages applications from diverse communities, including: Aboriginal people, persons of colour, persons with disabilities, members of the queer community, Trans people and women.