



**JOB POSTING**  
**The University of Saskatchewan Students' Union**  
**Is accepting applications for:**

**SERVICES ASSISTANT**

(Part time/one year term with the possibility to reapply for a second term)

Reporting to the USSU Business & Services Manager, the Services Assistant will work alongside the USSU Service Administrator to provide service and support to students and the U of S community at the USSU Services Desk located on the main floor of the Place Riel Student Centre. This position is a part time term position working 20 hours per week from May 1, 2026 - April 30, 2027 (with the possibility for a second term). The Services Assistant is responsible for the following:

- Answering general inquiries (in person or by telephone) providing pertinent information about Students' Union topics such as event information, services, Saskatoon Transit, and more.
- Guiding students and customers to the applicable campus resources.
- Performing cash and credit transactions related to sales.
- Balancing and reconciling all sales daily.
- Handing out campus club keys to approved individuals
- Booking table rentals and applicable USSU space.
- Selling locker space.
- Stamping posters for approval and collecting cash from designated poster clients according to the existing prescribed policy.
- During non-busy times, making frequent trips through the tunnel to remove outdated and non-approved posters
- Assisting with U-Pass inquiries and service delivery
- Assisting with Food Centre activities, including the distribution of emergency hampers in the absence of the Food Centre Coordinator
- Assisting with campus club ratification and insurance transactions
- Other duties as required

**Knowledge, Skills & Requirements**

- Must be a current undergraduate student at the University of Saskatchewan

- Thorough knowledge of the campus environment including the Students' Union and its activities and departments.
- Exceptional customer service skills
- Excellent organizational and communication skills
- Ability to work independently and as a member of a strong team
- Discretion, tolerance, patience, flexibility & kindness

Please submit resume with cover letter, including references via email by March 6, 2026 to:

**Business and Services Manager**  
**University of Saskatchewan Students' Union**  
**E-mail: [jkovitch@ussu.ca](mailto:jkovitch@ussu.ca)**

*We thank all applicants for their interest, however, only those considered for an interview will be contacted.*