

U-Pass distribution clerk

The uOttawa Card Service is committed to hiring students as U-Pass distribution clerks. We are always gathering resumes and maintain a U-Pass distribution clerk job bank to assist us during the U-Pass distribution.

The U-Pass distribution clerks are responsible for greeting full-time students when obtaining their U-Pass.

Hourly Rate: \$14

Duration: August 16 to September 13

Qualifications

- Fully bilingual in both official languages (spoken);
- Excellent customer service skills;
- Ability to learn and understand various software programs;
- Punctual and reliable.

Working conditions

- Mandatory training will be required for all U-Pass agents
- Minimum shift is four hours; must be able to work three shifts during the distribution period.
- Must be able to work in a sitting or standing position for extended periods.

Candidates who meet the essential qualifications are to send their resume along with their student number to the uOttawa Card Service: uOttawaCard@uOttawa.ca