

P. R. Community & Student Association is Hiring – Contract (through TWSP)

Position: House Warden - Administration

Reports to: Sadleir House Facilities Manager

Compensation: About 10 hours a week from September 2021 to March 2022 (240 hours), at \$16 per hour.

Anticipated start date: September 27, 2021

The P. R. Community & Student Association, also known as Sadleir House, invites applications to fill numerous vacancies in the position of House Warden - Administration.

Sadleir House is an independent, non-profit educational facility owned by the students of Trent University and share with the community as a whole.

The House Warden - Administration will work with Sadleir House staff and board members to:

- Following COVID-19 public health and our organizational guidelines when cleaning (sweeping, mopping, dusting, watering plants, cleaning washrooms, etc.).
- Assisting students and community members in booking event space through our event booking system.
- Aiding in general room setup for events.
- Following locking and unlocking procedures for the building.
- Assisting the Office Manager (file organization, shredding confidential documents, etc.).

Method of Application: Please submit a resume, cover letter, and the names of at least two references in one PDF file to hello@sadleirhouse.ca using **ye21-twsp** in the subject line.

Deadline for applications: September 17, 2021, 5pm.

We appreciate all applications, but only those successful in securing an interview will be contacted.