Position Title: Launch YU Operational Assistant

Department: Innovation York

Department ID: 

Physical Location: Kanef Tower, York University

Term of Employment: March 2019 - Oct 31, 2019

Hours of Work: 3-15 house

Reports to Manager: Nilay Goyal

Employment Category: Part Time  
Interim up to 24 hours ✓  Interim up to 35 hours 

Reason for Request: New position

Send Payroll Report to: 

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To Be Completed by HR Only:

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Assignment #: 

Classification: Administrative

Band Level: 

Hourly Rate of Pay: $ 1 4 . 9 6

NOC Code: 

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Job Code: 

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**Job Purpose:**

Provide an overview of the job responsibilities

LaunchYU is looking for operational assistance with evening and weekend events. Currently seeking a highly motivated team player who will thrive in a dynamic, fast-paced environment, and who is committed to excellent client service. In this role, you will assist with event set up, event tear down, as well as welcome guests and maintaining the orderliness of the space. You will also help in putting up posters and signages across the campus for marketing purposes.

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**Major Areas of Responsibility:**

Briefly describe the main duties and responsibilities and include approximate percentage of time

- Arranging the venue space as per requirements (i.e. moving tables and chairs as well as setting up AV equipment).
- Assist in setting up materials or name badges for programming upon request.
- Ensure working operation of AV equipment during events.
- Monitoring that visitors behave in an appropriate manner and liaise with York security should any problems arise.
- Maintaining the orderliness of the space.
- Attend to welcome guests and ensure a smooth guest experience.
- Put up posters and signages across campus for the purpose of marketing and directing guests.

Perform Other related duties as required. Not to exceed 5%

**Responsibility for Others:** Yes ☐ No ✓

*If "Yes", provide details

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**Job Qualification and Related Skill Requirements**

Minimum formal education/training, related experience and job related skills

- High school graduate with experience in a client service role
- Good time management and organizational skills
**Additional Language Skills Required:** Yes ☑ No ☐

Tick off all that apply and indicate

**Regular (R)** e.g. for continuous periods during most work shifts OR switching between activities all requiring the same level of visual attention

**Periodical (P)** e.g. for short periods during most work shifts OR for longer periods of time but not every work shift

### Motor Skills

- ☐ Using business equipment, operating a cash register or postal equipment
- ☐ Using hand tools
- ☐ Operating a vehicle
- ☐ Basic keyboarding (where speed/accuracy are not defined requirements)
- ☐ Accessing files and entering basic information
- ☐ Performing computer searches to compile information
- ☐ Accurate keyboarding requiring some speed
- ☐ Using power and cutting tools
- ☐ Coordinated manipulation of levers and switches to operate equipment
- ☐ Repairing, calibrating or assembling equipment or tools
- ☐ High volume data entry/keyboarding
- ☐ Precision work to high tolerance
- Other please specify:

### Manual (Physical) Effort

- ☑ Intermittent sitting, standing, moving around
- ☐ Sitting for extended periods of time (unable to get up and move around)
- ☐ Standing for extended periods of time where it is not possible to sit and perform work
- ☐ Walking on uneven surfaces
- ☐ Climbing stairs, working on ladders
- ☑ Crouching, bending, kneeling, stretching
- ☐ Lifting/moving/ carrying equipment or material of varying weights
- ☑ Pushing wheeled equipment
- ☐ Operating heavy hand held devices
- Other please specify:

### Visual/Mental Concentration

- ☐ Data entry/ word processing/ transcribing
- ☐ Reconciliation of numbers/data
- ☐ Interviewing/listening
- ☐ Reviewing/checking large amounts of information/data
- ☐ Monitoring computer screens, displays, equipment
- Other please specify:
**Working Conditions Part 1: Environment**

- [ ] Cubicle office environment
- [ ] Working in a confined space where movement is restricted
- [R] Background noise/lack of privacy resulting from working in an open area
- [ ] Dust, temperatures that are warmer/cooler or less ventilated than a controlled environment
- [ ] Low lighting or glare
- [ ] Loud/harsh/high pitched noise
- [ ] Dirt, grease, fumes or odours
- [ ] Inclement weather, wet environments, temperature extremes
- [ ] Human or animal waste/fluids or other unpleasant substances
- [ ] Rude/unpleasant/impatient people; verbal abuse
- [ ] Other please specify:

**Working Conditions Part 2: Hazards**

Potential exposure to risks associated with:

- [ ] Working with tools or equipment that require the use of protective measures/devices and/or specific health and safety training
- [P] Slippery surfaces
- [P] Moving or lifting equipment or materials
- [P] Providing direct services in locations where public access is not restricted; aggressive/ assertive behaviour may occur
- [ ] Noxious fumes/odours/toxic chemicals
- [ ] Other please specify:

**Final Comments:**

On-call position; hours of work dependent on operational needs and demands