

Employment Opportunity

Summer Student, Resource Centre

Location: Winnipeg, Manitoba

Posted: January 23, 2026

Posting ID: 260206SSRC

Deadline: February 6, 2026

MGEU is looking for a Summer Student to provide support in our Resource Centre as a first point of contact for MGEU members; to provide and exchange information, answer questions/concerns, and if required, redirect the member to the appropriate staff for further assistance.

Responsibilities

- Intake and assess telephone inquiries and determine initial action required.
- Provide support to MGEU activists on steward roles and responsibilities, MGEU software (The Source), and website functions.
- Use MGEU tools and resources to appropriately respond to the inquiry. If required, refer to the appropriate staff to ensure the member is dealt with in a timely fashion.
- Assist non-members (retired, on leaves, other callers) and if applicable direct them to the resources available to them.
- Document in detail all inquiries in the database, assess which staff member needs to be notified of the inquiry and set up tasks to the attention of those staff.
- Provide support to Staff Representatives.
- Keep informed through self-directed learning on new or updated information (collective agreements, publications, communications, etc.) to use for future work with members.
- Other duties as assigned.

Qualifications

- Registration in an accredited post-secondary education program is required.
- Basic knowledge of and experience working with MS Office (Excel, Outlook, Word) is also required.
- Proficient data entry skills.
- Must be customer service oriented.
- Good communication and interpersonal skills.
- Previous customer service/receptionist experience considered an asset.
- Valid drivers licence is an asset.

Please forward resume to human.resources@mgeu.ca by Friday, February 6, 2026 at 4:00pm.