

Internal/ External Job Posting
Member Services Coordinator, Student Union and Groups
(Replacement Maternity leave - Full time 35 hours per week)

Description: The Member Services Coordinator, Student Union and Groups is available to the members to serve as a source of information and assistance related to the organization and servicing of student unions (SUs).

The Simon Fraser Student Society is an equal opportunity employer.

Goal: To encourage, facilitate and promote the involvement of members in all aspects of the Society's operations, activities and events by organizing new student unions and by assisting those student unions already active.

Working Relationship(s) Role in Organizational Structure: The Member Services Coordinator, Student Union and Groups oversees and manages the Student Union Resource Office. The Member Services Coordinator, Student Union and Groups reports to the Chief Executive Officer (CEO).

Duties and Responsibilities:

1. Assist SUs with the coordination of projects, programs, services and other events that are of benefit to the membership and ensure that the goals and interests of the SFSS are upheld
2. Maintain a strong working relationship with the executive committee members of the student unions
3. Develop and deliver seminars for student union members on Student Society constitutional requirements, policies, procedures, campaigns, services and resources
4. Promote opportunities for students to access programs and get involved with the SFSS
5. Develop and maintain up-to-date information regarding SUs organizational structure, contact information for leaders, and other relevant information
6. Establish and maintain a positive, professional and collaborative working relationship with SFSS staff, members and external stakeholders
7. Act as an effective resource person by attending meetings and providing accurate and relevant data to undergraduate students
8. Be involved in the planning and the execution process of events
9. Other duties as determined by the CEO

Required Skills and Experience:

1. A post-secondary degree or diploma in relevant field is required
2. Professional, tactful and diplomatic at all times

3. Excellent interpersonal skills with an ability to navigate complex situations and difficult interactions with grace, patience and professionalism
4. Knowledge and understanding of student government structures
5. Knowledge of post-secondary student organizations' structure and mandate
6. Experience working with post-secondary students
7. Strong written and oral communication skills, including public speaking
8. Good time-management skills and ability to work autonomously
9. Excellent computer skills - Microsoft Office Suite

To apply, email your cover letter, resume, and availability to jobs@sfss.ca citing that you are applying for the **Member Services Coordinator, Student Union and Groups** in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored. Applications must be received no later than **4:00 pm (PST) Monday, January 15th, 2018**. Desirable start date: February, 19th, 2018. Applicants must be available to work Monday to Friday during regular office hours. Only applicants who are selected for interviews will be contacted.