

Internal/ External Job Posting
Student Union Resource Outreach Worker
(Part-Time Student position)

Description: The Student Outreach position supports the Member Services Coordinator, Student Unions and groups in the front- line delivery of information and assistance related to the organization and servicing of departmental student unions.

This is a part time (up to 20 hours per week) student position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$15.17 per hour with additional benefits as defined in the Collective Agreement.

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 departmental student unions and by assisting those student unions already active.

Working Relationship(s) Role in Organizational Structure: The Student Union Resource Outreach position works with and reports to the Member Services Coordinator, Student Unions and groups.

Duties and Responsibilities:

1. Preparing and distributing written materials to support the work of Student Unions
2. Maintaining Student Union Resource records, Student Union meeting minutes and results of Student Union elections
3. Maintaining data base for current Student Union members
4. Preparing and distributing weekly newsfeed letter to Student Union members and other groups
5. Convening and attending Student Union meetings and Student Union officers elections
6. Planning seminars and workshops for Student Union members on Student Society constitutional requirements, policies, procedures, campaigns, services and resources.
7. Preparing monthly reports outlining outreach and student union activities
8. In concert with the Member Services Coordinator, Student Unions and groups initiate Departmental Student Union activity on campus
9. Provide support to other coordinators in the Student Centre as required by their supervisor

Required Skills and Experience:

1. Ability to operate and lead under challenging situations
2. Excellent Microsoft office suite skills
3. Knowledge and understanding of Departmental Student Union structures
4. Experience taking and producing minutes in a timely fashion
5. Strong written and oral communication skills, including public speaking
6. Good time-management skills and ability to work autonomously
7. Participation (active membership) in an SFSS Student Union is an asset

To apply, email your cover letter, resume, and availability to jobs@sfss.ca citing that you are applying for the **Student Union Resource Outreach Worker** position 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 **8:00 a.m. (PST) Friday, January 5th, 2018**. Desirable start date: as soon as possible. Applicants must be available to work a minimum of 16 hours as per the Collective Agreement from Monday to Friday during regular office hours. Only applicants who are selected for interviews will be contacted.