

Job Posting
Members Services Coordinator – Student Unions and Groups
(Temporary – Full-Time)

Description: The Member Services Coordinator (MSC) – Student Unions and Groups is available to the members to serve as a source of information and assistance with respect to the organization and servicing of student unions. The MSC – Student Unions and Groups also assists with the coordination of projects, programs, services, and other events of benefit to the membership and student unions.

The Simon Fraser Student Society is an equal opportunity employer.

This is a full time (35 hours per week) Replacement position which is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$26.94 per hour with additional benefits as defined in the Collective Agreement.

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 already active.

Working Relationship(s)/Role in Organizational Structure: The MSC – Student Unions and Groups position reports to the General Manager. There may be opportunities to work with other departments such as the Campaigns, Policy, and Research department and the Finance department. The MSC – Student Unions and Groups is responsible for overseeing the Student Union Outreach Assistant(s).

Duties and Responsibilities:

1. Recruit members to form new student unions and orient those members to the projects, programs, services, and other events of the Society
2. Maintain a strong working relationship with the executive members of the student unions
3. Assist student unions 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 Society are upheld
4. Review and approve grant requests to assist student unions with their activities,

consult with the General Manager regarding appeals, review and complete submitted cheque requisitions

5. Assist student unions with the drafting and revision of their written constitutions
6. Attend meetings of student unions upon request or as directed
7. Maintain and disseminate up-to-date knowledge of the student union organizational structures and executive members, including but not limited to lists of current executive committee members, contact persons, signing officers and common rooms
8. Administer Student Union department administrative tasks (maintaining files, databases, administrative systems, supplies and equipment)
9. Prepare budget submissions for presentation to the Finance department
10. Prepare and maintain monthly reports for the General Manager
11. Manage Student Union Outreach Assistant(s)

Required Skills and Experience:

1. Knowledge of and experience with the issues and regulatory environment pertaining to post-secondary education
2. Knowledge of post-secondary student organizations' structure and mandate
3. Broad knowledge of Society policies, procedures and governing structures
4. Ability to work in a self-supervisory, multi-task environment, within clear timelines
5. Strong interpersonal skills
6. Demonstrated knowledge of issues confronting students and is familiar with conflict resolution
7. Policy making skills
8. Excellent verbal and written communication skills
9. Administrative ability and experience
10. Ability to review and process grant requests, review and complete cheque requisitions
11. Familiarity with Microsoft Office Suite and Google Suite

To apply, email your resume and cover letter to jobs@sfss.ca citing that you are applying for the **Member Services Coordinator – Student Unions & Groups** position in the subject line. Please send your documents as PDF files. Applications must be received no later than **9:00 a.m. (PST) on Friday, May 24th, 2019**. Applicants must be available to work Monday to Friday during regular office hours and a post-secondary degree or diploma in relevant field is required. Only shortlisted candidates will be contacted.

Desirable start date: as soon as possible. **End Date:** September 6, 2019.