

## Internal/ External Job Posting **Student Union Outreach Assistant** (Designated Assistant)

**Description:** The Student Union Outreach Assistant 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 student unions.

*The Simon Fraser Student Society is an equal opportunity employer.*

This is a part time (up to 16 hours per week) Designated Assistant position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$15.63 per hour with additional benefits as defined in the Collective Agreement.

**Goal:** To facilitate, support, and coordinate the involvement of members in all aspects of the Society's operations. Assist student unions in various administrative tasks ranging from common day-to-day transactions to larger-scale event support.

**Working Relationship(s)/ Role in Organizational Structure:** The Student Union Outreach Assistant position works with and reports to the Member Services Coordinator – Student Unions and Groups. These positions report to the General Manager.

### **Duties and Responsibilities:**

1. Preparing and distributing resource materials to support the work of student unions
2. Involved with the on-boarding process of newly appointed student union executive leaders, facilitating miscellaneous presentations, and participating in Clubs Days at the student union table)
3. Convening and attending student union meetings, student union officer elections, and possible student union event support
4. Maintaining office records, meeting minutes and results of student union officer elections
5. Establishing and maintaining current student union contact lists
6. Hosting seminars for student union members on Student Society constitutional requirements, policies, procedures, campaigns, services and resources.

7. Maintaining regular office hours and assisting general Student Centre administrative tasks and/or providing in-person member support when required
8. Preparing semesterly reports outlining outreach and student union activities
9. Assist and complete various student union-related requests through the CampusVibe (The HUB) platform

**Required Skills and Experience:**

1. Ability to work efficiently in a self-supervisory, multi-tasking environment, within clear timelines
2. Understanding of the role of the Student Society for its membership, in terms of advocacy, representation, and the provision of services
3. Demonstrated knowledge of issues confronting students and is familiar with conflict resolution
4. Knowledge and understanding of student union structures and role within the Simon Fraser Student Society
5. Participation (active membership) in an SFSS student union is an asset
6. Political organizing experience, preferably in educational environments
7. Strong written and oral communication skills, including public speaking
8. Good time-management skills and ability to work autonomously
9. Familiarity with Microsoft Office Suite and Google Suite
10. Flexibility in scheduling hours of work
11. Ability to lift, move and carry materials in accordance with WorkSafeBC guidelines

To apply, email your cover letter, resume, and availability to [jobs@sfss.ca](mailto:jobs@sfss.ca) citing that you are applying for the **SFSS Student Union Outreach Assistant** in the subject line. Please send your documents as PDF files. Applications must be received no later than **9:00 AM on May 24<sup>th</sup>, 2019**. Applicants must be available to work Monday to Friday during regular office hours. Only applicants who are selected for interviews will be contacted.

**Desirable start date:** as soon as possible.