

# **Club & Student Involvement Coordinator**

## **Job Summary:**

This position is a liaison officer between club activity and the Students' Union, responsible for supporting our VP - Student Affairs with aspects of club activity and student life on campus. Duties include receiving and cataloguing club ratification forms, assisting the VP- Student affairs with organizing both Fall and Spring club recruitment periods with check in and the execution before and during the week. Along with creating educational content regarding club life for our 'Club Training' sessions. Additionally, there will be some time spent reviewing club policies as stated in the ULSU Operations Manual.

Time will also be spent assisting the VP Student Affairs with event planning and execution in relation to events ran by the ULSU. Time will be spent guiding and assisting volunteers with logistical set up's and deliverables. If the volunteer core has a street team. It's anticipated that the Student Involvement Coordinator will spend some time heading the Street Team before a ULSU event.

The commitment will be 20 hours a month although it's expected to vary throughout the year with the busiest times being September and January.

## **Qualifications:**

The applicant must be a full time or part time student at the University of Lethbridge and have a good relationship with students on campus. The candidate must possess strong organizational skills seeing as there's over 100 clubs on campus. Additionally, the candidate must possess strong delegation skills seeing they will be working closely with university stakeholders throughout the school year. It will be the responsibility of the Clubs & Student Involvement Coordinator to be able to work independently and cooperatively with minimal queuing from the executive. The ideal candidate would have a good relationship with the Students Union and various clubs on campus. The candidate would be expected to have experience in managing volunteers, event planning and organization. The candidate must be able to take on their own tasks and continually check in with the executive to make sure all needs are being met.

## **Pay:**

\$300 a month for 20 hour a month commitment. The position will run from August 20th, 2019 to April 30th, 2020.

## **How to Apply:**

Please send resume to [SU.Studentaffairs@uleth.ca](mailto:SU.Studentaffairs@uleth.ca)