

# Students' Union Employment Opportunities



**TERMS OF OFFICE:** 1 MAY 2007 TO 30 APRIL 2008 (IN MOST CASES)

**APPLICATION DEADLINE:** MONDAY, 12 MARCH, 2007, 5:00 PM NO EXCEPTIONS  
SUBMIT APPLICATION, COVER LETTER, REFERENCE LETTERS AND RESUME TO 2-900 SUB

**APPLICATION FORMS:** AVAILABLE AT SU RECEPTION DESK 2-900 SUB, AND SUB, HUB, CAB, ETLIC INFO BOOTHS AND FACULTY ASSOCIATION OFFICES OR ONLINE AT [WWW.SU.UALBERTA.CA](http://WWW.SU.UALBERTA.CA).

## important instructions

- Please submit only single sided documents. We thank everyone who applies, however ONLY shortlisted applicants will be notified.
- Please be available for the noted interview time.
- Applicants must be undergraduate students and have paid full Students' Union fees.
- Positions subject to Council ratification and signing of employment contract.

### ASSOCIATE VICE PRESIDENT ACADEMIC

Reports to the VP Academic. Assists and reports on various academic issues – coordinating projects related to academic affairs. Represent the VP Academic and serve as the resource person for the ARG, GFCSC and student reps on University committees. This position requires a minimum of 20 hours per week in office time.

**Remuneration: \$1182/month**

*For further information contact the VP Academic at 492-4236*

Interviews scheduled for Monday, March 26, starting at 5:00 pm.

### ASSOCIATE VICE PRESIDENT EXTERNAL

Reports to the VP External. Assists with organization of on and off-campus events designed to introduce members of the community and prospective students to the Students' Union and the U of A. Minimum of 20 hours per week in office time required.

**Remuneration: \$1182/month**

*For further information contact the VP External 492-4236*

Interviews scheduled for Monday, March 26, starting at 5:00 pm.

### ASSOCIATE VICE PRESIDENT STUDENT LIFE

Reports to the VP Student Life. Assists with the programming, events and the volunteer management components of the Student Life portfolio as well as other duties. Minimum of 20 hours per week in office time required.

**Remuneration: \$1182/month**

*For further information contact the VP Student Life at 492-4236*

Interviews scheduled for Wednesday, March 28, starting at 5:00 pm.

### CHIEF RETURNING OFFICER

Reports to Students' Council and oversees all electoral logistics. Must be familiar with election process and bylaws. Excellent project management skills are required to succeed in this position.

**Remuneration: \$4032.00 flat fee**

*For further information contact Catherine van de Braak, [ea@su.ualberta.ca](mailto:ea@su.ualberta.ca)*

Interviews scheduled for Thursday, March 29, starting at 5:00 pm.

### ECOS (ENVIRONMENTAL COORDINATION OFFICE OF STUDENTS) DIRECTOR\*

(POSITION CURRENTLY UNDER REVIEW)

Reports to the Manager Student Services. The Director of ECOS is responsible for researching, developing and implementing environmental programs for the Students' Union and students on Campus.

**Remuneration: \$1400/month**

*For further information contact the Manager of Student Services at 492-4236.*

Interviews scheduled for Tuesday, March 27, starting at 7:00 pm.

### OMBUDSERVICE DIRECTOR (2)\*

Reports to the Manager Student Services. The OmbudService is a joint U of A and SU service. The service is an advocate for fairness and due process and is responsible for information and referral on University policy, and protocols related to the academic and personal well being of all students.

**Remuneration: \$1420/month**

*For further information contact the Manager of Student Services at 492-4236.*

Interviews scheduled for Tuesday, March 27, starting at 4:30 pm.

### SAFEWALK DIRECTOR\*

Reports to the Manager Student Services. Responsible for the overall operation of the Safewalk program, including working with other units on campus to improve and promote safety on campus. Excellent opportunity to develop volunteer management and administrative skills.

**Remuneration: \$1450/month**

*For further information contact the Manager of Student Services at 492-4236.*

Interviews scheduled for Friday, March 23, starting at 7:00 pm.

### STUDENT DISTRESS CENTRE DIRECTOR\*

Reports to the Manager Student Services. In conjunction with the Distress Line, offers peer counseling, crisis intervention and information/referral services to the campus community. Must have at least one year of comparable peer-counseling experience.

**Remuneration: \$1450/month**

*For further information contact the Manager of Student Services at 492-4236.*

Interviews scheduled for Friday, March 23, starting at 4:30 pm.

### STUDENT GROUP SERVICES DIRECTOR\*

Reports to the Manager Student Services. Responsible for organizing and providing support to a diverse array of over 300 student groups on campus, including group registration, risk management, training and granting.

**Remuneration: \$1400/month**

*For further information contact the Manager of Student Services at 492-4236.*

Interviews scheduled for Monday, March 26, starting at 4:30 pm.

\*ALL DIRECTOR'S POSITIONS ARE 30 HOURS PER WEEK