

# Students' Union Employment Opportunities



**TERMS OF OFFICE:** MAY 1 2008 TO APRIL 30, 2009 (IN MOST CASES)

**APPLICATION DEADLINE:** FRIDAY, MARCH 7, 2008, 5:00 PM NO EXCEPTIONS

SUBMIT APPLICATION, COVER LETTER, RESUMES AND 3 REFERENCES (NAME & PHONE NUMBERS) TO 2-900 SUB

**APPLICATION FORMS:** AVAILABLE AT SU RECEPTION DESK 2-900 SUB, AND SUB, HUB, CAB, ETLIC INFO BOOTHS OR ONLINE AT 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 are subject to Council ratification and signing of employment contract.

**Why not work on campus in a position that fits your class schedule? As an associate vice president you will gain valuable experience in volunteer management, budgeting and project management. All associate vice presidents are required to be in the office a minimum of 20 hours/week and are paid \$1300/month.**

### 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 COFA, the ARG, GFCSC and student reps on University committees.

**Remuneration: \$1300/month**

For further information contact the VP Academic Bobby Samuel: at 492-4236. Interviews scheduled for Wednesday, 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.

**Remuneration: \$1300/month**

For further information contact the VP External Steven Dollansky: 492-4236. Interviews scheduled for Wednesday, 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.

**Remuneration: \$1300/month**

For further information contact the VP Student Life Chris Le: 492-4236. Interviews scheduled for Wednesday, April 2, 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 honoraria**

For further information contact Catherine van de Braak: ea@su.ualberta.ca Interviews scheduled for Wednesday, March 26, starting at 5:00 pm.

**Passionate about giving back to the campus community? Looking for invaluable work experience? Apply to be a service director with the Students' Union! You will supervise staff and volunteers, oversee a budget, market the service and ensure the overall smooth running of the service. All service director positions are 30 hours per week and report to the Senior Manager of Student Services.**

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

The Director of ECOS is responsible for researching, developing and implementing environmental programs for the Students' Union and students on campus.

**Remuneration: \$1536/month**

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

### OMBUDSERVICE (2)

**(Term of Employment: May 1, 2008 – August 31, 2009)**

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: \$1558/month**

Interviews scheduled for Friday, March 28, starting at 4:30 pm.

### SAFEWALK DIRECTOR

The Safewalk Director is responsible for the overall operation of the Safewalk program, including working with other units on campus to improve and promote safety on campus. This is an excellent opportunity to develop volunteer management and administrative skills.

**Remuneration: \$1590/month**

Interviews scheduled for Wednesday, March 26, starting at 7:00 pm.

### STUDENT DISTRESS CENTRE DIRECTOR

In conjunction with the Distress Line, the SDC Director offers peer counseling, crisis intervention and information/referral services to the campus community. Applicants must have at least one year of comparable peer-counseling experience.

**Remuneration: \$1590/month**

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

### STUDENT GROUP SERVICES DIRECTOR

The Student Group Services Director is 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: \$1536/month**

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

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