

Students' Union

Employment Opportunities - Associate Director Positions



Application Deadline: 5:00pm, Friday, March 28, 2008.
Please submit completed application forms to 2-900 SUB.

Application Forms: Application forms are available at 2-900 SUB, all Students' Union Information Booths, and online at www.su.ualberta.ca.

Detailed job descriptions are available at 2-900 SUB

Important Instructions:

- Please submit only single sided documents
- Please be available for the noted interview times
- Applicants must be undergraduate students and have paid the Students' Union Fees
- Please note: We thank all applicants, however, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

InfoLink: Academic and Information Services

Operations Coordinator (2 Positions)

Resources Coordinator (1 Position)

Term: May 1, 2008 – April 30, 2009
Hours: May 1, 2008 – August 31, 2008 (35 hours/week)
September 1, 2008 – April 30, 2009 (25 hours/week)
Remuneration: May 1, 2008 – August 31, 2008 (\$1428/month)
September 1, 2008 – April 30, 2009 (\$1169/month)

Operations Coordinator Description: The Operations Coordinators at Information Services/ Academic Guidance Centre are responsible to the Manager and will perform the following duties including, but not limited to: handling and reconciling all cash, debit and credit card transactions from the main office and four satellite information desks; distribution of tickets for campus events as well as ETS bus passes and bus tickets.

Interviews scheduled for Wednesday, April 9 starting at 4:30pm

Resources Coordinator Description: The resource coordinator is responsible for managing and updating all registries and online listings including the housing registry, tutor listings, used books, volunteer opportunities, exam registry, and ride sharing opportunities. The resource coordinator is highly involved in service specific projects relating to Academics, Volunteer Fair and Landlord and Tenant Advisory Board session.

Interviews Scheduled for Wednesday, April 9 starting at 4:30pm

Safewalk – Associate Director

Term: August 15, 2008 – April 30, 2009
Hours: 20 hours/week
Remuneration: \$367 - August
\$735 - September to April

Description: The AD is responsible for the technical component of the service, upkeep and maintenance of equipment, providing supplemental training for dispatch volunteers and other duties as outlined in the employment contract and as may be specified by time to time by the Director of Safewalk.

Interviews scheduled for Friday, April 11, starting at 4:30pm.

Centre For Student Development – Administrative Coordinator

Term: May 1, 2008 – April 30, 2009
Hours: May 1, 2008 – August 31, 2008 (35 hours/wk)
September 1 – April 30, 2009 (25 hours/week)
Remuneration: May 1, 2008 – August 31, 2008 (\$1428/month)
September 1, 2008 - April 30, 2009 (\$1169/month)

Description: The main duty of the AC is liaising with the public for Orientation 2007 and Campus Ambassadors, as well as coordinating registrations and campus tours, booking rooms, and providing support for all CSD programs. Expertise in the following areas would be considered assets: database experience, working with the public, some office administrative experience and an understanding of the programs offered through the CSD.

Interviews scheduled for Friday, April 7, starting at 8:00pm.

Associate Director – ECOS

Term: May 1, 2008 – April 30, 2009
Hours: 10 hours/week
Remuneration: \$375/month

Description: The ECOS Associate Director will perform the following duties including but not limited to; the managing and coordination of ECOS volunteers, providing assistance in the research, development, and facilitation of the ECOS projects. In addition, the ECOS Associate Director will work on specific projects at the direction of the ECOS Director.

Interviews scheduled for Thursday, April 10, starting at 7:00pm.

Campus Ambassador Coordinator

Term: May 1, 2008 – April 30, 2009
Hours: May 1, 2008 – August 31, 2008 (35 hours/week)
September 1 – April 30, 2009 (25 hours/week)
Remuneration: May 1, 2008 – August 31, 2008 (\$1428/month)
September 1, 2008 – April 30, 2009 (\$1169/month)

Description: The CAC is responsible for coordinating and marketing the Campus Ambassador Program including all campus tours and First Year Initiative student for a day program. Responsibilities also include recruitment and training of all volunteer tour guides and First Year Initiative mentors. On a daily basis the CAC is responsible for booking tours with interested parties, and ensuring that tours booked through their office as well as the Registrar and Student Awards are assigned a Campus Ambassador tour guide.

Interviews scheduled for Friday, April 11 starting at 7:00pm

Associate Director – Student Group Services

Term: August 1, 2008 – April 30, 2009
Hours: August 1 – 31, 2008 & April 1 – 30, 2009 (10hours/week)
September 1, 2008 – March 31, 2009 (20 hours/week)
Remuneration: August 1 – 31, 2008 & April 1 – 30, 2009 (\$376/month)
September 1, 2008 – March 31, 2009 (\$754/month)

Description: The Student Group Services Associate Director is responsible to the Student Group Services Director and assists in promoting cooperation and coordination among Student Groups. This individual will also aid in the daily administrative operations of the Student Group Services office including, but not limited to the regular updating of the Student Group Services Database, updating the service website, and assisting with the registration and granting processes.

Interviews scheduled for Thursday, April 10, starting at 4:30pm.

Student Distress Centre – Associate Directors (2 Positions available)

Term: August 1, 2008 – April 30, 2009
Hours: 10 hours/week
Remuneration: \$375/month

Description: The SDC Associate Directors are responsible to the SDC Director and works closely with the Director in overseeing the organization and operations of SDC. While sharing many similar duties such as interviewing, training and appreciating volunteers, there are individual responsibilities allocated to each Associate Director. One Associate Director is responsible for volunteer scheduling and resource library management, and the other is responsible for updating call/drop-in statistics and organizing education and awareness booths. In your cover letter for these positions please indicate which position you are most interested in.

Interviews scheduled for Monday, April 7, starting at 4:30pm.

University Policy and Information Officer (Advocacy Department)

Term: May 1, 2008– April 30, 2009
Hours: 25 hours/week (may be FT for summer pending grants)
Remuneration: \$1,181.83/mo (under review)

This is a research, analysis, record keeping and strategy position within the SU's advocacy department, which together with the other members of the department supports the university relations, media relations and campus communications initiatives of the executive committee. The UPIO reports to the Advocacy Director.

Interviews schedules pending

External Policy and Information Officer (Advocacy Department)

Term: May 1, 2008 - April 30, 2009
Hours: 25 hours/week (may be FT for summer pending grants)
Remuneration: \$1,181.83/mo (under review)

This is a research, record keeping and strategy position within the SU's advocacy department, which together with the other members of the department supports the government relations, media relations and campus communications initiatives of the executive committee. The EPIO reports to the Advocacy Director.

Interviews schedules pending