



# STUDENTS' UNION

## EMPLOYMENT OPPORTUNITIES 1979 TERM

### HANDBOOK AND DIRECTORY EDITOR

**Duties** — Organize and publish the 1979-80 Student Handbook and Student Directory  
— Includes updating, revising, adding to, changing, and preparation (camera-ready) of both the Handbook and the Student Directory

**Honoraria** — \$1,000

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### EXAM REGISTRY DIRECTOR

**Duties** — Maintaining and updating records of examinations  
— Managing and co-ordinating Registry staff  
— Responsible for operating within budgetary limits

**Qualifications** — Experience with microfilming apparatus

**Remuneration** — \$5/hour

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### HOUSING REGISTRY DIRECTOR

**Duties** — to co-ordinate and publicize the Students' Union Housing Registry

— Responsible for working within budgetary limits  
**Qualifications** — Administrative and Public Relations Experience preferred

— Computing knowledge a definite asset  
**Remuneration** — \$750/month June - September  
Part-Time all other months

### SUMMER TIMES EDITOR

**Duties** — To write, edit, and publish Spring and Summer Session Students' weekly paper  
— To collect advertising for paper

**Remuneration** — \$1,500 plus advertising commission  
**Length of Employment** — 1 April 1979 to 1 September 1979

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### SPEAKER, Students' Council

**Duties** — Chairing Students' Council meetings  
— Preparation of agendas for Students' Council meetings  
— Editing and publication of the OFFICIAL MINUTES OF Students' Council

**Remuneration** — \$40/meeting to a maximum of \$1,000

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### ACADEMIC COMMISSIONER

**Duties** — To assist the Vice-President (Academic)  
— Serve as member of the Academic Affairs Board  
— Other duties as outlined in By-Law 1000 of the Students' Union Constitution and By-Laws

**Remuneration** — \$100/month September to March

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### HOUSING AND TRANSPORT COM MISSIONER

**Duties** — To assist the Vice-President (External Affairs)

— Act as Chairperson of the Students' Union Housing and Transport Commission

— Serve as a member of the External Affairs Board  
— Other duties as outlined in By-Law 1000 of the Students' Union Constitution and By-Laws

**Remuneration** — \$100/month September to March

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### CLUBS COMMISSIONER

**Duties** — Represent interests of registered clubs of Students' Council

— Assist the Vice-President (Internal Affairs) in matters relating to clubs

— Assist clubs in becoming registered  
— Serve as a member of the Building Services Board and the Administration Board

— Other duties as outlined in By-Law 1000 of the Students' Union Constitution and By-Laws

**Remuneration** — \$100/month September to March

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**Term of office** — Unless otherwise stipulated, term of office to be 1 April 1979 to 31 March 1980.

**Deadline for Applications** — Wednesday, 28 February 1979, 4:00 pm.

**For applications and information, contact Students' Union Executive Offices, 259 Students' Union Building, phone 432-4236.**

YOUR STUDENTS' UNION WORKING FOR YOU