

# EMPLOYMENT OPPORTUNITIES

There is more to the university than textbooks. . .

## COMMISSIONERS

### CLUBS COMMISSIONER

- Represents the interests of Students' Union registered clubs
- Assists the Vice-President (Internal) in maintaining an ongoing relationship with Students' Union registered clubs
- Promotes co-operation and co-ordination among student clubs and organizations.

### ACADEMIC COMMISSIONER

- Assists the Vice-President (Academic) in the investigation of current academic issues and developments
- Promotes co-operation between the Students' Union and General Faculties Council Student Caucus
- Development and implement major academic projects for Students' Council

### HOUSING AND TRANSPORT COMMISSIONER

- Assist the Vice-President (External) with external programs of the Students' Union
- Serve as chairperson of the Housing and Transport Commission of the Students' Union
- Investigate Government and University programs of housing and transportation of concern to students

### ACADEMIC REVIEWS COMMISSIONER

- (Proposed)*
- Act in conjunction with the President and Vice-President (Academic) as the Students' Union's official liaison with the University President's Advisory Committee on Academic Programme Reviews
  - Provide information and assistance to students and existing departmental and faculty organizations in responding to the Academic Review units
  - Promote co-operation and co-ordination among faculty associations

REMUNERATION: \$100 per month September to March (under review)

## ENTERTAINMENT DIRECTOR

### Responsibilities:

- Organization and promotion of all Students' Union sponsored entertainment (except for Students' Union Theatre sponsored entertainment)
- The hiring and supervision of cabaret staff

### Qualifications:

- Administrative skills and knowledge of budget preparation a necessity
- Knowledge of the music industry an asset

### Remuneration:

- \$425/month July, August
- \$750/month September to April (*under review*)

## RETURNING OFFICER

### Responsibilities:

- Performance of duties normally required by a Returning Officer (staff recruitment and hiring, poll organization)
- Conduct elections under the "Nominations and Elections Bylaw" (Bylaw 300), or such other elections or referenda as the Students' Council designates

### Qualifications:

- Organizational and administrative skills a necessity
- Background of computing knowledge and familiarity with previous Students' Union elections an asset

Remuneration: (*under review*)

## SPEAKER, STUDENTS' COUNCIL

### Responsibilities:

- Chairperson of Students' Council meetings during which he/she shall conduct the meetings in accordance with the Bourinot's Rules of Order and the standing rules of Students' Council
- Responsible for agendas and official minutes of Students' Council meetings

Remuneration: \$40/meeting (*under review*)

## HANDBOOK AND DIRECTORY EDITOR

### Responsibilities:

- Organize and publish the 1980/81 Student Handbook and Student Directory
- Includes updating, revising, adding to, changing, and preparation (camera-ready) of both the Handbook and the Student Directory

Remuneration: \$1,000 honorarium

## SUMMER TIMES EDITOR

### Responsibilities:

- To write, edit, and publish Spring and Summer Session Students' weekly paper
- To collect advertising for the paper

Remuneration: \$1,500 plus commission (*under review*)

## EXAM REGISTRY DIRECTOR

### Responsibilities:

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

Remuneration: \$5.50 per hour

Term of Office: 1 April, 1980 to 31 March, 1981

Deadline for Applications: 7 March, 1980, 4 PM (*extended*)

Term of Office: 1 April, 1980 to 31 March, 1981 (unless otherwise stipulated)  
Deadline for Applications: Friday, 14 March, 1980, 4 PM (unless otherwise stipulated)

For Applications and Information, Contact the SU Executive Offices, Room 259 SUB, Phone 432-4236

GET INVOLVED!  
Your Students' Union Working for You

