



# EMPLOYMENT OPPORTUNITIES

with **YOUR** Students' Union

## 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 cooperation and coordination among student clubs and organizations.

### Academic Commissioner

- Assists the Vice-President (Academic) in the investigation of current academic issues and developments.
- Promotes cooperation 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

- 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 cooperation and coordination among faculty associations.

### External Commissioner

- Assist the Vice-President (External) in the investigation of problems relating to:
  - a) the funding of the University, and its effects on students
  - b) the accessibility of University education; particularly the effects of tuition fees, student aid, and differential fees.
- Assist the Vice-President (External) in organizing and implementing programs designed to deal with these problems.

REMUNERATION: \$200 per month, September to March

## 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 per month, July and August
- \$825 per month, September to April

## 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.

REMUNERATIONS: \$5.00 per hour

## 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

## SPEAKER, STUDENTS' COUNCIL

### Responsibilities:

- Chairperson of Students' Council meetings during which he/she 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 per meeting

## HOUSING REGISTRY DIRECTOR

### Responsibilities:

- To coordinate 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: \$900 per month, June - September. Part time all other months.

Term of Office: 1 April 1981 to 31 March 1982 (unless otherwise stipulated)

Deadline for Applications: Friday, 13 March, 1981

For applications and information, contact the Students' Union Executive Office, Room 259, Students' Union Building, Phone 432-4236.