



# EMPLOYMENT OPPORTUNITIES

## Clubs Commissioner

- Represents the interest of Students' Union registered clubs on Students' Council
- Assists the Vice-President Internal Affairs in maintaining an ongoing relationship with Students' Union registered clubs
- Promotes cooperation and coordination among student clubs and organizations, and assists them in the preparation of budgets for requests of financial assistance to the Students' Union
- Approves the chartering and registration of clubs with the Students' Union in accordance with Bylaw 1100
- Serves as a member of the Administration Board, the Building Services Board, Students' Council
- Acts as co-chairperson of the Clubs Council
- For further information, contact Wendy Olson at Room 259 SUB

## External Commissioner

- Assists the Vice-President External Affairs in the investigation of problems relating to the funding of the University and its effects on students; and accessibility of post-secondary education and specifically the effects on tuition fees, student aid, and differential fees on accessibility
- Assists the Vice-President External Affairs in the organization and implementation of programmes designed to combat these problems, as well as promotes a high level of student awareness of these problems and programmes
- Serves as a member of the External Affairs Board, and Students' Council
- For further information, contact David Tupper at Room 259 SUB

## Housing and Transport Commissioner

- Assists the Vice-President External Affairs with programmes relating to housing and transportation concerns of students
- Chairperson of the Housing and Transport Commission
- Investigates Government and University programmes of housing and transportation of concern to students
- Serves as a member of Students' Council
- For further information, contact David Tupper at Room 259 SUB

## Academic Commissioner

- Assists the Vice-President Academic in the investigation of current academic issues and development
- Promotes cooperation and coordination among faculty associations and departmental clubs
- Serves as a member of the Academic Affairs Board, the Council of Faculty Association, Students' Council, and the General Faculties Council Student Caucus
- For further information, contact Charles Vethan at Room 259 SUB

Commissioner's Remuneration Per Month  
 \$0 - 600 May 1 1989 - August 31 1989  
 \$600 - 1 September 1989 - 30 April 1990

## Student Handbook Director

**RESPONSIBILITIES**  
 Responsible for the coordination and publication of the 1989-90 Student Handbook. Duties include updating and revising, amending, writing articles, and the preparation (camera ready) of the Handbook.  
 Remuneration: \$1,000  
 Term: May 1, 1989 - July 15, 1989  
 For Further Information, contact Wendy Olson at Room 249 SUB

## Summer Times Editor

- To write, edit, and publish the Spring and Summer Session students' weekly paper
- To solicit/collect advertising for the paper
- Remuneration: \$1,500 plus commissions
- Term of Office: Spring and Summer Sessions: 1 May 1989 - 30 August 1989

## Registries Director

- RESPONSIBILITIES**
- This position is currently under review
  - The proper functioning of the Students' Union Registries, which includes the Exam, Housing, and Tutor Registries, and the Typing Service
  - Recruiting, training and supervision of all staff for these areas
  - Publicity of the above areas
  - Preparation of an annual budget, and annual report of affairs

- For further information, contact Paul LaGrange, 259 SUB

Remuneration: Currently \$810/month, under review

## Information Service Director

- RESPONSIBILITIES**
- This position is currently under review
  - Recruits and hires staff for the Students' Union Information Service
  - Oversees the functioning of the Service
  - Coordinates and publicizes Information Booths
  - Prepares an annual budget for the Information Service and operates within those budgetary limits
  - For further information, contact Paul LaGrange at Room 259 SUB
- Remuneration: Currently \$810/month, under review

## Recording Secretary

- RESPONSIBILITIES**
- Attend all meetings of Students' Council and take accurate minutes of same
  - Must be conversant with Roberts' Rules of Order
  - Remuneration: \$45 per meeting
  - For Further Information, contact Cindy Radke at Room 259 SUB

## Chief Returning Officer

- RESPONSIBILITIES**
- Performs the duties normally required by a Chief Returning Officer (staff recruitment and hiring, organization of polls, oversees counting procedures, etc.)
  - Conducts elections in accordance with Bylaw 300 and 350 for such election or referenda as designated by Students' Council
  - Act as arbitrator in any dispute arising during the course of an election/referendum
- QUALIFICATIONS**
- Must possess excellent organizational and administrative skills
  - Familiarity with previous Students' Union elections a definite asset
  - For further information, contact Paul LaGrange at Room 259 SUB
  - SALARY: \$1500 plus according to scheduling established October 1984

## Student Telephone Directory Editor

- RESPONSIBILITIES**
- Paste-up and layout all aspects of the publication, including camera ready preparation
  - To work closely with the Students' Union Advertising Manager to coordinate and layout advertising

Remuneration: \$500  
 Term: September 15 - October 30, 1989  
 For Further Information, contact Wendy Olson at Room 259 SUB

## Speaker of Students' Council

- RESPONSIBILITIES**
- As chairperson of Students' Council meetings, the Speaker shall conduct meetings in accordance with Roberts' Rules of Order and the Standing Orders of Students' Council
  - Responsible for the agendas and official minutes of Students' Council meetings
  - Remuneration: \$70 per meeting
  - For Further Information, contact Paul LaGrange at Room 259 SUB

## 2 Student Ombudspersons

The Student Ombudservice is the Students' Union office that represents and advises students on academic appeals, grievances, and complaints against the Students' Union. Each Ombudsperson must be familiar with the appeal process and the workings of the Students' Union.

Remuneration: \$400/month  
 Term of Office: 1 May 1989 to 30 April 1990  
 For further information, contact Charles Vethan at Room 259 SUB

TERM OF OFFICE: 1 May 1989 to 30 April 1990 (unless otherwise stated)  
 DEADLINE FOR APPLICATION: 14 March 1989, 4:00 p.m.

For Applications and Information, Contact the SU Executive Offices, Room 259 SUB, Phone 492-4236.  
 Applications also available at SUB, HUB, and CAB Info Booths. Confidentiality will be respected.