



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

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

tus

Remuneration — \$5/hour

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

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

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

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

CLUBS COMMISSIONER

Duties — Represent interests of registered clubs on 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

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