

Students Serving Students



UNB STUDENT UNION



Grad Class '96

Every Grad class takes upon itself to establish and coordinate a fund-raising campaign with the goal of campus enhancement. Projects in the past have had such names as: Opening Doors, Light a Path and Adopt a Book, etc.

The class of '96 is seeking a self-sufficient and creative person to coordinate and oversee its fund-raising campaign of approx \$10,000 to \$13,000.

Applicants should be going into their final academic year. Past work or volunteer experience should show strong organizational and interpersonal skills. All applicants must submit a letter (approx 1/2 page) describing relevant past experience and interest in the position of Grad Class '96 Project Chair.

Submit applications to:

SUB room 126

c/o Grad Class '96

No later than 4:30p.m. Monday April 10, 1995

First organizing meeting for Festival of Cultural Diversity '96 will be held on April 8, 1995 at 10:00 am in room 103 of the SUB.

Student Support Centre

Recruiting New Student Consultants and Coordinator. Student consultants must spend approx 3-4 hours/week volunteering in centre.

Coordinator responsible for overseeing general procedures of centre, promotional materials, etc.

Please submit resume and cover letter no later than April 10

@4:30

SUB room 126

c/o Student Support Centre

**Help Centre Hours for Easter Weekend
Fri Closed, Sat 11-3, Sun Closed. Exams 8:30-4:30**

Student Publications Editor

EMPLOYER
UNB Student Union, University of New Brunswick (Fredericton)
TENTATIVE EMPLOYMENT DATE
May 16, 1995
CLOSING DATE OF COMPETITION
April 22, 1995
SALARY \$7.00 / hour
HOURS 37.5 hours per week
FUNCTION
The successful candidate will become the producer and editor of various publications put out by the UNB Student Union.
RESPONSIBILITIES INCLUDE

- Production of the Beaverbook for 1995, the daily planner for students which contains information on the campus and the community, student activities and organizations, tips on university life, and overall survival skills. This project will be occupy 75% of the Editor's time over the summer.
- Production of the Student Directory, the book of student telephone numbers. Information must be tracked during the registration process and obtained from the Office of the Registrar to ensure the correct numbers.
- Editing the Consumer's Guide to UNB, a compilation of student opinion surveys regarding courses offered at UNB. The editor is responsible for advising the project manager on design, layout and the overall quality of the publication.
- Coordination of the campaign and promotional material of the Student Union, this may include manuals, leaflets and flyers, done in conjunction with other project leaders.

REQUIREMENTS

- A full-time undergraduate student planning to return in the Fall.
- Willingness to continue the position in the Fall on a volunteer basis
- Highly motivated and creative with layout and design
- Desktop publishing experience is essential, print advertising experience suggested.
- Able to work well with budgetary considerations and deadlines
- Most importantly, a dedication to serving students

Summer Employment Opportunities

Consumer's Guide Editor

EMPLOYER
UNB Student Union, University of New Brunswick (Fredericton)
TENTATIVE EMPLOYMENT DATE
May 16, 1995
CLOSING DATE OF COMPETITION
April 22, 1995
SALARY \$7.00 / hour
HOURS 37.5 hours per week
FUNCTION
The successful candidate will become the Editor of the Consumer's Guide to UNB and be responsible for collecting the information, compiling it and presenting it.
RESPONSIBILITIES INCLUDE

- Compiling the statistical results from student surveys
- Editing and summarizing student comments for publication
- Consulting with UNB Student Union solicitor to verify acceptability of comments
- Development of a database to track professor participation and course evaluation and helping in preparing mailing lists
- Preparation of educational publicity campaign
- Establishment of "Policy and Procedure Guide" for annual development of the publication.

REQUIREMENTS

- A full-time undergraduate student planning to return in the Fall.
- Willingness to continue the position in the Fall on a volunteer basis
- Highly motivated, and strong communication skills, both oral and written
- Highly skilled in statistical research methods and data processing
- Able to work well with a minimal amount of supervision and within a budget
- Most importantly, a dedication to serving students
- Position is dependent on government wage subsidy program funding

Advertising Manager

EMPLOYER
UNB Student Union, University of New Brunswick (Fredericton)
TENTATIVE EMPLOYMENT DATE May 16, 1995
CLOSING DATE OF COMPETITION April 22, 1995
SALARY \$5.00 / hour + Commission (10% on advertising, 10% on graphic design)
HOURS 37.5 hours per week
FUNCTION
The successful candidate will be responsible for the procurement of advertising and publicity to support the publications of the UNB Student Union.
RESPONSIBILITIES INCLUDE

- Raising \$8,000 in revenue for the Beaverbook '95
- Making local contacts for the StudentSaver, this book contains student discounts at many local businesses.
- Raising \$2,000 in revenue for the Student Directory.
- Raising \$2,000 in revenue for the Consumer's Guide to UNB.
- Completion of tasks relating to the above, and other tasks of a similar nature.

REQUIREMENTS

- A full-time undergraduate student planning to return in the Fall.
- Willingness to continue the position in the Fall on a volunteer basis
- Highly motivated, creative, and quick to adapt
- Have a good knowledge of the Student Union, in order to "sell" the Student Union

• Strong oral communication skills are essential

• Desktop publishing experience on Macintosh equipment would be an asset

• Most importantly, a dedication to serving students

Student Support Center Coordinator

EMPLOYER
UNB Student Union, University of New Brunswick (Fredericton)
TENTATIVE EMPLOYMENT DATE
May 16, 1995
CLOSING DATE OF COMPETITION
April 22, 1995
SALARY \$7.00 / hour
HOURS 37.5 hours per week
FUNCTION
The successful candidate will be responsible for overseeing the general operations of the Student Support Center and fulfilling the responsibilities associated with the coordinator position.
RESPONSIBILITIES INCLUDE

- Completion of operational policies of the Center
- Preparation of Student Consultant handbook (copy of all training exercises and resource material.
- Pursue departmental involvement with Student Support Center
- Organization of social and motivational activities for student consultants
- Designing and preparing promotional material for the continued success of the Student Support Center.

REQUIREMENTS

- A full-time undergraduate student planning to return in the Fall.
- Willingness to continue the position in the Fall on a volunteer basis
- Highly motivated, energetic, creative, and quick to adapt to dynamic situations
- Solid educational background in the area of counseling and management/administration
- Familiarity with UNB Administration and Student Services would be an asset
- Most importantly, a dedication to serving students
- Position is dependent on government wage subsidy program funding

Student Aid Researcher

EMPLOYER
UNB Student Union, University of New Brunswick (Fredericton)
TENTATIVE EMPLOYMENT DATE May 16, 1995
CLOSING DATE OF COMPETITION April 22, 1995
SALARY \$7.00 / hour
HOURS 37.5 hours per week
FUNCTION
The successful candidate will be responsible for the compilation and organization of several presentations, written and oral, bearing on issues surround Student Aid.
RESPONSIBILITIES INCLUDE

- Organization of all available information on Student Aid
- Conduct research in areas where information is unavailable, including the development of a pilot study on student poverty in order to determine the true cost of a post secondary education. The results will be submitted to the Dept. of Advanced Education and Labour.
- Production of a "user friendly" manual on all forms of student aid, with reference to eligibility criteria, which would compare the New Brunswick program to other provinces.
- Development of a workshop for students and student associations on student aid issues and the "nuts and bolts" of the programs of student aid.
- Development of a proposal for the Department of Advanced Education and Labour for a student aid brochure which would, among other things, detail how high school students can access the program, how the appeals process works and how much debt is acceptable for students attending post-secondary institutions.

REQUIREMENTS

- A full-time undergraduate student planning to return in the Fall.
- Willingness to continue the position in the Fall on a volunteer basis
- Highly motivated, with solid research skills and good writing skills
- Able to work well independently and be able to accept constructive criticism
- Strong communication skills, both oral and written
- Most importantly, a dedication to serving students.
- Position is dependent on government wage subsidy program funding

APPLICATIONS

Applicants should submit a resume containing three (3) references and a 500 word essay demonstrating knowledge and interest in the project. These are to be submitted to the UNB Student Union Office, c/o Room 126, Student Union Building, The University of New Brunswick, P.O. Box 4400, Fredericton NB, E3B 5A3.