



# 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.

## 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.

## 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 the External Affairs Board and Students' Council.

## 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.

**Commissioner's Remuneration Per Month**  
**\$0 - 425 May 1 1988 - August 31 1988**  
**\$425 - 1 September 1988 - 30 April 1989**

## 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 1988 - 30 August 1988**

## 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.
- SALARY: \$500 plus according to scheduling established October 1984.**

## Exam Registry/ Typing Service Director

- RESPONSIBILITIES:**
- The proper functioning of the Exam Registry & Typing Service, including care of the equipment and facilities therein.
  - Securing and supervision of all staff for both services.
  - Preparation of an annual budget, an annual report of affairs
- Remuneration:**  
**\$425/mo 1 May 1988 - 31 Aug 1988**  
**\$1000/mo 1 Sept 1988 - 30 April 1989**

## 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**

## 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: Sept. 15 - Oct. 30, 1988**

## Housing Registry/ Information Service Director

- RESPONSIBILITIES:**
- Recruits and hires the support staff for the Housing Registry and Information Service.
  - Oversees the proper functioning of the Housing Registry and Information Service and the fulfillment of its purpose.
  - coordinates and publicizes the Housing Registry.
  - In conjunction with the Vice-President Finance and Administration, prepares the preliminary and final budgets for the Housing Registry and Information Service.
  - Ensures the Housing Registry and Information Service operates within those budgetary limits.
- Remuneration:**  
**\$1000 per month, 1 May 1988 to 31 Aug. 1988**  
**\$455/month 1 Sept. 1988 to 30 April 1989**

## 2 Student Ombudspersons

- The Student Ombuds Service 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 per month**  
**Term of Office: 1 May 1988 to 30 April 1989**

## Student Handbook Director

- RESPONSIBILITIES:**
- Responsible for the coordination and publication of the 1988-89 Student Handbook. Duties include updating and revising, amending, writing articles, and the preparation (camera ready) of the Handbook.
- Remuneration: \$1000**  
**Term: May 1, 1988 - July 15, 1988**

## 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**

TERM OF OFFICE: 1 May 1988 to 30 April 1989 (unless otherwise stated)

DEADLINE FOR APPLICATION: Friday, 25 March 1988, 4:00 p.m.

FOR APPLICATIONS AND INFORMATION, CONTACT THE SU EXECUTIVE OFFICES, Room 259 SUB, Phone 432-4236. APPLICATIONS ALSO AVAILABLE AT SUB HUB, AND CAB INFO BOOTHS. CONFIDENTIALITY WILL BE RESPECTED.