



# Employment Opportunities

## with your Students' Union

### Commissioners

Clubs Commissioner	Academic Commissioner	Housing and Transport Commissioner	External Commissioner
<p>—Represents the interests of Students' Union registered clubs on Students' Council</p> <p>—Assists the Vice-President Internal Affairs in maintaining an ongoing relationship with Students' Union registered clubs</p> <p>—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</p> <p>—Approves the chartering and registration of clubs with the Students' Union in accordance with Bylaw 1100</p> <p>—Serves as a member of the Administration Board, the Building Services Board, Students' Council</p> <p>—Acts as co-chairperson of the Clubs Council</p>	<p>—Assists the Vice-President Academic in the investigation of current academic issues and developments</p> <p>—Promotes cooperation and coordination among faculty associations and departmental clubs, and assists them in the preparation of budgets for submission to the Academic Affairs Board</p> <p>—Serves as a member of the Academic Affairs Board, the Council of Faculty Association, Students' Council, and the General Faculties Council Student Caucus</p>	<p>—Assists the Vice-President External Affairs with programmes relating to housing and transportation concerns of students</p> <p>—Serves as chairperson of the Housing and Transport Commission</p> <p>—Investigates Government and University programmes of housing and transportation of concern to students</p> <p>—Serves as a member of the External Affairs Board and Students' Council</p>	<p>—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.</p> <p>—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</p> <p>—Serves as a member of the External Affairs Board, and Students' Council</p>
<p><b>Remuneration: \$75 per month, 1 May 1984 to 31 August 1984</b>  <b>\$300 per month, 1 September 1984 to 30 April 1985</b></p>			

Chief Returning Officer	Housing Registry Director
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<p><b>Responsibilities:</b></p> <p>—Performs the duties normally required by a Chief Returning Officer (staff recruitment and hiring, organization of polls, et cetera)</p> <p>—Conducts elections in accordance with Bylaw 300 for such elections or referenda as designated by Students' Council</p> <p><b>Qualifications:</b></p> <p>—Must possess excellent organizational and administrative skills</p> <p>—Familiarity with previous Students' Union elections a definite asset</p> <p>—Computing knowledge desirable</p> <p><b>Remuneration: \$6.00 per Hour</b></p>	<p><b>Responsibilities:</b></p> <p>—Recruits and hires the support staff for the Housing Registry</p> <p>—Oversees the proper functioning of the Housing Registry and the fulfillment of its purpose</p> <p>—Coordinates and publicizes the Housing Registry</p> <p>—In conjunction with the Vice-President Finance and Administration, prepares the preliminary and final budgets for the Housing Registry</p> <p>—Ensures the Housing Registry operates within those budgetary limits</p> <p><b>Remuneration: \$900 per Month, 1 May 1984 to 31 August 1984</b>  <b>1 September 1984 to 30 April 1985, \$6.00 per Hour</b></p>
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2 Student Ombudspersons	Handbook and Directory Editor
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<p>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.</p> <p><b>Remuneration: \$300 per Month</b></p> <p><b>Term of Office for One Ombudsperson</b>  <b>1 May 1984 to 30 April 1985</b></p> <p><b>Term of Office for Other Ombudsperson:</b>  <b>1 September 1984 to 30 April 1985</b></p> <p style="text-align: right;"><i>Please specify position sought.</i></p>	<p><b>Responsibilities:</b></p> <p>—Responsible for the organization and publication of the 1984-85 <b>Student Handbook</b> and the <b>Student Telephone Directory</b></p> <p>— Duties include updating and revising, amending, adding to each publication, and the preparation (camera-ready) of both the Handbook and the Directory</p> <p><b>Remuneration: \$1,500.00 Honorarium</b></p>
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Summer Times Editor	Exam Registry Director
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<p>—To write, edit, and publish the Spring and Summer Session students' weekly paper</p> <p>—To solicit/collect advertising for the paper</p> <p><b>Remuneration: \$1,500 plus Commissions</b></p> <p><b>Term of Office: Spring and Summer Sessions, 1 May 1984 to 30 August 1984.</b></p>	<p><b>Responsibilities:</b></p> <p>—Maintaining and updating records of examinations</p> <p>—Securing and supervising support staff for the Exam Registry</p> <p>—In conjunction with the Vice-President Finance and Administration, prepares the preliminary and final budgets for the Exam Registry</p> <p>—Ensures the Exam Registry operates within those budgetary limits</p> <p><b>Remuneration: \$6.00 per Hour</b></p>
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Term of Office: 1 May 1984 to 30 April 1985 (unless otherwise stipulated)

Deadline for Applications: Friday, 30 March 1984 at 4:00 p.m.

For Applications and Information, Contact  
the SU Executive Offices,  
Room 259 SUB, Phone 432-4236