



# EMPLOYMENT OPPORTUNITIES

## Clubs Commissioner

—Represents the interests 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.  
 —Acts as Chairperson of the Anti-Cutbacks Team.

## Housing and Transport Commissioner

—Assists the Vice-President External Affairs with programmes relating to housing and transportation concerns of students.  
 —Serves as 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, departmental clubs, and General Faculties Council/Student Caucus.  
 —Acts as co-chairperson of the Clubs Council  
 —Serves as a member of the Academic Affairs Board, the Council of Faculty Associations, Students' Council, and the General Faculties Council Student Caucus.

### Commissioner's Remuneration

**\$0 - \$425 May 1 1987 - August 31 1987**  
**\$425 - September 1 1987 - April 30 1987**  
**TERM: MAY 1 1987 TO APRIL 30 1987**

## Student Handbook Editor

### RESPONSIBILITIES:

—For the coordination and publication of the 1987-88 Student Handbook.  
 —Duties including updating and revising, amending, writing articles, and the preparation (camera ready) of the Handbook.

**Remuneration: \$1,000**

**TERM: 1 May 1987 - 15 July 1987**

## 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.

**Remuneration currently under review.**

**(1986-87 remuneration \$1,550.00).**

**TERM: 1 May 1987 to 30 April 1988.**

## Summer Times Editor

### RESPONSIBILITIES:

—For all aspects relating to the publication and distribution of the Spring and Summer Session students' weekly newspaper (including writing, editing, soliciting/collecting advertising, et al).

**Remuneration: \$1,500 plus commissions.**

**TERM: Spring and Summer Sessions, 1 May 1987 to 30 August 1987.**

## 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: 15 September - 30 October 1987**

## Two Student Ombudspersons

The purpose of the Student OmbudService is to aid and instruct students with disputes, appeals, grievances, and petitions. It also aids and instructs students with complaints against the Students' Union or the University of Alberta.

### RESPONSIBILITIES:

—Provide information, advice, assistance, or referral on any inquiries for assistance by students.

—Investigates complaints of discriminatory practices by the Students' Union or the University.

—Complements and coordinates services and advertising with Student Help, Office of the Dean of Student Services, and the Secretary to General Faculties Council.

—Must be familiar with the appeal process and the workings of the Students' Union and the University.

—Prepares and maintains accurate confidential records.

—Preparation of interim and annual reports and budgets for the OmbudService.

**Remuneration: \$400 per month.**

**TERM: 1 May 1987 to 30 April 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: \$40 per meeting (under review).**

**TERM: 1 May 1987 to 30 April 1988**

## Housing Registry/Information Services Director

### RESPONSIBILITIES:

—The proper functioning of the Housing Registry and Information Service, including the proper care of all equipment and facilities.

—Hiring and supervision of all staff.

—Preparation and implementation of advertising and publicity campaigns.

—Preparation of annual report and budgets for Housing Registry and Information Service.

**Remuneration currently under review. (1986-87 remuneration \$900/mo May to August; \$350/mo September to April).**

**TERM: 1 May 1987 to 30 April 1988.**

## Exam Registry/Typing Service Director

### RESPONSIBILITIES:

—The proper functioning of the Exam Registry and Typing Service, including the proper care and handling of the equipment, facilities, and funds.

—Hiring and supervision of all staff.

—Preparation of annual report and budgets for Exam Registry/Typing Service.

**Remuneration currently under review, (1986-87 remuneration \$500/mo May to August; \$400/mo September to April).**

**TERM: 1 May 1987 to 30 April 1988.**

**DEADLINE FOR APPLICATION: THURSDAY, 26 MARCH 1987, 4:00 p.m.**  
**For Applications and Information, Contact the Students' Union Executive Offices, Room 259 Students' Union Building (SUB), 432-4236.**