

STUDENT UNION PAGE

POSITION Manager, Word Processing/Desk Top Publishing Service
EMPLOYER UNB Student Union
LOCATION Fredericton Campus
 University of New Brunswick Student Union

TENTATIVE EMPLOYMENT DATE January 20, 1990
CLOSING DATE OF COMPETITION January 16, 1990

SALARY Commensurate with qualification and experience.
 Benefits package available

HOURS Full Time

FUNCTION

The successful candidate will be responsible for the management and operation of a Word-Processing/Desk Top Publishing Business located in the Student Union Building on the UNB Fredericton Campus.

RESPONSIBILITIES INCLUDE

- General office management including the hiring and supervision of Part-time employees, inventory control, accounting, equipment maintenance.
- Training employees on MacIntosh Computer Systems.
- Preparation and distribution of promotional materials.
- Scheduling work, employee shifts and computer time for associated groups.
- Maintain files on staff, customers, students and office material.
- Act as liaison to the UNB Foundation for Students, Inc., the UNB Student Union, staff, students customers and prospective clients.

REQUIREMENTS

- Word Processing and Desk Top Publishing knowledge with experience on a MacIntosh Computer System.
- Some supervisory and/or office management experience required, as well as excellent communications skills.

APPLICATIONS

- Resume and three (3) reference to be submitted to the UNB Student Union Office, c/o Room 126, of the Student Union Building, The University of New Brunswick, P.O. Box 4400, Fredericton, NB, E3B 5A3

THE UNB STUDENT UNION is accepting applications for the following positions

- Vice President Activities (Term: January to April, 1990)
- Arts Faculty Representative (Term: January to April, 1990)
- UNB Foundation for Students Chairperson (Term: 1 year)

Interested applicants should apply by January 19, 1990 at the Student Union Office, Room 126 of the SUB.

BOOK EXCHANGE - The Student Union Book exchange service will be in operation on Monday January, 15, 1990 in Room 117 of the SUB. Students wishing to buy or sell used text books should drop in.

PART TIME EMPLOYMENT - Any student interested in part-time work at the Student Union Book exchange for the month of January 1990, please apply at Room 126 of the

SUB.

THE STUDENT UNION PAPER POST is now accepting applications for the positions of part-time typists. Any person wishing to apply should do so at the Student Union Office, Room 126 of the SUB. Submit Resume and application to the attention of Kim Doyle, V.P. Finance and Administration.

SUMMER EMPLOYMENT - Applications for summer employment with the Province of New Brunswick are now available at the Student Union Office.

AIESEC

Last week AIESEC Canada held its National Congress which was held in London, Ontario and hosted by AIESEC- Western. Over 400 students attended which included students from 37 universities across Canada and many international guests. Included in this were eleven of us from AIESEC UNB - Fredericton.

The Congress ran for four days and four nights from January 3rd till January 7th at the Radisson Hotel in London. At the Congress rules were made and changed, projects were planned, speeches were heard and elections were held. In all, those who attended learned more about AIESEC and how to get more involved in our association. On a more social note, parties were held every night and many new friends were made and much happiness was shared. Thus everyone who attended, including us here at UNB, had a great time and will be requiring the next week to fully recover.

AIESEC-UNB would like to thank our own Dan Savoie for organizing all the things we needed (horns, songs, etc) to take part fully in the week's activities.

KAYAK INSTRUCTIONAL COURSE

The Fredericton UNB Kayak club would like to offer another introductory (beginner) course in the sport of kayaking. The course will be put on by FUNDY-YACHTS from Saint John, and is intended for beginners.

POOL TIMES : Jan. 20, Saturday, 7:30 p.m. - 9:30 p.m.
 Jan 21, Sunday, 4:30 p.m. - 6:30 p.m.
 Jan 27, Saturday, 7:30 p.m - 9:30 p.m.
 Jan 28, Sunday, 4:30 p.m. - 6:30 p.m

The course will be run for two consecutive week-ends. The times given above are the scheduled pool times and as well, there will be about four hours of class time.

CLASS TIMES: Jan. 20, Saturday, 5:30 p.m. - 7:30 p.m.
 Jan. 27, Saturday, 5:30 p.m. - 7:30 p.m

COURSE OUTLINE: Basic kayak techniques are intended to be taught (i.e. eskimo-roll, bracing, etc.). This should include white-water, ocean, and slalom kayak styles. The course offers about 8 hours of pool time and 4 hours of class time. The class time is held before each Saturday night pool session. During the class time, instructional movies are viewed, kayak safety and proper boat procedures are investigated, find out what type of equipment is available, and learn the theory for most of the manoeuvres that are taught in the pool.

COST: The cost is \$35.00 and the enrollment is limited to about 15 or so people. If after taking this introductory course you are interested in doing more kayaking then it might be a good time to join the UNB Kayak Club. If you are interested in the about course please contact:

ALAN MACLENNAN at 455-2149 , LB Gym Room 210
 Thank you.

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