

## Support Staff

### Summary

Job title	Support Staff
Classification	Student Employee
Rate of pay	\$15.75 per hour (+16% in lieu of benefits)
Hours of work	10 – 15 hours per week
Reports to	General Manager

Under the supervision and guidance of our team of resource staff, our support staff assist in delivering campaigns and events, delivering services to our members, and sharing knowledge about the Capilano Students' Union. The support staff take direction from and work closely with the resource staff on a day-to-day basis, but are ultimately accountable to the general manager.

### Duties

In particular, support staff shall perform the following duties:

#### Frontline Services

- Support the sharing of information about our campaign and advocacy work.
- Support the promotion of upcoming students' union events and activities.
- Support the provision of resources and information to clubs (such as print services).
- Support the administration of the students' union space booking system.
- Support the day-to-day delivery and promotion of students' union services.
- Act as a clerk and cashier, processing transactions at the desk.
- Maintain service areas, ensuring that they are always "member-ready."

#### Other Duties

- Assist in the maintenance of students' union spaces.
- Assist in the research, development, and implementation of campaigns.
- Assist in the administration and promotion of elections, referenda, and general meetings.
- Assist in the planning and execution of outreach and awareness activities.
- Assist in the facilitation of events (such as set-up, tear-down, and volunteer coordination).
- Contribute to day-to-day service delivery, as required.
- Take minutes at meetings of committees, collectives and the executive, as required.
- Work safely, in accordance with the CSU's health and safety policy.
- Protect the personal information of coworkers, students, and the public.
- Perform other duties as directed by the resource staff or the general manager.



## Qualifications

- Must be a Capilano University student in the Fall 2017 and Spring 2018 semesters.
- Knowledge about campus life at Capilano University.
- Personable, professional, and well organized.
- Ability to effectively work independently, or as part of a team, as needed.
- Six months or more of cashier or clerk experience would be considered an asset.
- Excellent written and verbal communications skills.

## Interested?

Email us at [hiring@csu.bc.ca](mailto: hiring@csu.bc.ca) to apply to join the team!

Please submit your résumé and cover letter, showing clearly how you would be the ideal candidate for this position and meet the qualifications set out above. Please address your correspondence to Christopher Girodat, and include "Search: Support Staff" in the subject header. All applications are **due by July 26**. Applicants must be available for interviews during business hours on July 31 and August 1.

The CSU hires on the basis of merit, and is committed to employment equity and achieving team diversity that mirrors our student population. Students with disabilities, Indigenous students, self-identified women, and students from visible minorities are encouraged to self-identify during the application process. Please do not hesitate to reach out to us if you require accommodation to participate fully in our application and selection process. Our employees are represented by CUPE 1004 in a unionized work environment.