

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	Executive Director

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 executive director.

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 receptionist, 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).
- 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.
- Uphold the CSU's constitution, bylaws, policies, and procedures.
- Perform other duties as directed by the resource staff or the executive director.

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 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 noon on November 28**. Interviews will be scheduled during business hours on November 30 and December 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.

About the Capilano Students' Union

The Capilano Students' Union is a non-profit organization representing over 6,000 students of Capilano University. Our staff team delivers programs, events, services, campaigns, and advocacy to advance the interests of our members, and to make post-secondary education more accessible and affordable – all with the leadership of a board of directors elected by and from our membership: Capilano University students.

We ask our team to live the core values of the Capilano Students' Union every day and in everything that we do, demonstrating our commitment to leadership, integrity, transformation, community, and accessibility.



As part of our commitment to supporting students, the Capilano Students' Union is proud to be recognized as a living wage employer, certified by the [Living Wage for Families Campaign](#).