

We're hiring!



Director, Student Spaces

Summary

Job title	Director, Student Spaces
Classification	Permanent Employee
Rate of pay	Starts at \$26.50 per hour (\$25.00 during probation)
Hours of work	21 hours per week
Reports to	Executive Director

Under the direction and supervision of the executive director, the student spaces director is responsible for coordinating Capilano Students' Union (CSU) spaces, including maintenance, regular programming, and day-to-day operations. The student spaces director also resources the board and its committees in deliberations and activities related to Capilano Students' Union spaces.

Duties

In particular, the student spaces director shall perform the following duties:

Space Programming (30%)

- Coordinate a regular program of promotional, educational, and social activities that take place in and showcase CSU spaces.
- Coordinate the research and development of space development activities (e.g., assisting the board and staff in early consultation and planning related to the student union building project).

Space Operations, Development, and Maintenance (60%)

- Coordinate all booking requests for CSU spaces.
- Coordinate the day-to-day operations of the CSU Members Centre.
- Coordinate the maintenance and operations of CSU spaces and the resource centres, including liaising with contractors and university departments on renovation and maintenance issues.

Other Duties (10%)

- Attend and resource board, executive, and committee meetings as assigned, and act as the administrative lead for assigned board, executive, committee, and other organizational meetings.
- Participate in the training and development of board members, executives, and staff.
- Provide supervision and coordination for the work of support staff in their areas of responsibility.
- 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 assigned by the executive director.

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Qualifications

- Relevant post-secondary degree, or an appropriate combination of education and experience.
- Two years' relevant experience providing support to a student society, with experience in event planning and execution, maintaining spaces, and coordinating basic retail operations.
- Personable, professional, and well-organized.
- Ability to work independently or as part of a team, as needed.
- Excellent written and verbal communications skills.
- Passionate about supporting student leaders and making positive change.
- Comfortable relating to, interacting with, and coaching university students.

Why the Capilano Students' Union?

We strive to be a diverse workplace. We're working hard to make sure that our staff team reflects the diversity of our membership, guided by the CSU's equity strategy. Over half of our team members self-identify as women, and visible minorities comprise half of our unionized workforce.



**living wage
employer**
livingwageforfamilies.ca

We are a designated living wage employer.

We provide fair (and competitive) compensation packages for all members of our team, including employees who are students, because we believe that everyone who works deserves to make ends meet.

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 (executive director), and include "Search: Director, Student Spaces" in the subject header. All applications are **due by May 4**. Interviews will be scheduled during business hours on May 8–10, 2018.

The CSU hires on the basis of merit, and is committed to employment equity and achieving team diversity that mirrors the population we serve. Folks with disabilities, Indigenous folks, self-identified women, folks from visible minorities, and trans and gender diverse candidates 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.