

# We're hiring!



## Director, Student Professional Associations Resource Staff – Job Description

### Summary

Job title	Director, Student Professional Associations
Classification	Permanent Employee
Rate of pay	Starts at \$27.43 per hour (\$25.88 during probation)
Start date	August 1, 2018 (flexible)
Hours of work	21 hours per week
Reports to	Executive Director

Under the direction and supervision of the executive director, the professional associations director organizes resources and support for student groups organized under the university's faculty of business and professional studies. While the professional associations director will work closely with student group leaders on a day-to-day basis, they are ultimately accountable to the executive director.

### Duties

In particular, the professional associations director shall perform the following duties:

#### Resource for Business & Professional Studies Associations (45%)

- Act as the primary organizational link between the Capilano Students' Union and the associations organized under the faculty of business and professional studies (including those under the school of business, the school of communications, and the school of legal studies).
- Maintain a strong working relationship with executives and leaders from the associations.
- Advise and assist the associations in accessing Capilano Students' Union resources, support, and funds, including by providing assistance in the development and submission of proposals, and assisting the associations in navigating the required approvals.
- Develop and maintain up-to-date information about the associations' organizational structures and relationships, contact details for association leaders, and related information, and act as a resource to the staff, board, executive, and committees on their work with the associations.

#### Professional Association Operations (45%)

- Coordinate the development and approval of the associations' budgets.
- Coordinate all logistical requests from the associations, including space and equipment bookings, catering requests, and conference travel and accommodation bookings.
- Coordinate the promotional activities of the associations, including associations' social media, and coordinating the design and production of promotional materials.
- Support the development and execution of association events, campaigns, and activities.
- Attend and resource association board and committee meetings as assigned, and provide administrative support (e.g., preparing agendas, taking minutes, and other meeting details).

#### 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.

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- 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.

## Qualifications

- Related post-secondary degree (such as a bachelor of business administration), or an equivalent combination of education, certifications, and/or work experience.
- Minimum of one year providing executive or administrative assistance to multiple groups.
- Personable, professional, and well-organized.
- Ability to work independently, or as part of a team, as needed.
- Excellent written and verbal communication skills.
- Experiencing working in a non-profit setting (especially student societies) would be an asset.

## Why work at 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](http://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.

**We take our values really seriously.** We think that our values create a fun, dynamic, and challenging work environment – one where no two days are the same, and where our team members look forward to coming to work. If these value statements resonate with you, you should think about joining the team:

We believe in fostering **engagement** on campus, providing opportunities for **fun, leadership, and community.**

We are a **progressive, membership-driven** organization, supporting **social change** at CapU and in our communities.

We are **responsible, accountable, and accessible,** conducting our affairs with **transparency and integrity.**

## Interested?

Email us at [hire@csu.bc.ca](mailto:hire@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: Director, Student Professional Associations" in the subject header. All applications are due **June 24, 2018**. Interviews are during business hours on **June 26 and 27, 2018**.

*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, students 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.*