

# Internal Posting



## Office Coordinator Support Staff – Role Description

### Summary

Job title	Office Coordinator
Classification	Student Employee
Rate of pay	\$17.08 per hour (+16% in lieu of benefits) (*effective July 1, 2018)
Hours of work	At least 10 hours per week
Reports to	Executive Director

Under the supervision and guidance of the operations and advocacy director, the office coordinator supports the day-to-day operational and clerical needs of the CSU's office. The office coordinator takes direction from and works closely with the operations and advocacy director on a day-to-day basis, but is ultimately accountable to the executive director.

### Duties

In particular, the office coordinator shall perform the following duties:

#### Meeting Support

- Provide a reception presence at the CSU's main office.
- Take minutes at meetings of the board, executive, committees, and collectives, as required.
- Assist in coordinating meetings, including related bookings, catering orders, and invitations.
- Assist in processing accounts payable and distributing cheques.
- Assist in maintaining office record-keeping and archival systems.
- Assist in the coordination of the office supply inventory and supply order cycle.
- Assist in the coordination of inbound and outbound mail, shipments, and deliveries.
- Assist in the maintenance of the administration office.

#### Other Duties

- Contribute to day-to-day service delivery at the Members Centre, 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 executive director.

# Internal Posting



## Qualifications

- Must be a current Capilano University student.
- Knowledgeable about campus life at Capilano University.
- Personable, professional, and well-organized.
- Ability to work effectively independently, or as part of a team.
- Six months or more of office administrative experience would be an asset.
- Excellent written and verbal communication skills.

## 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 [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: Office Coordinator" in the subject header. All applications are due **August 12, 2018**. Interviews are during business hours on **August 15 and 16, 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.*