

We're hiring!



Support Staff
We're looking for CSU ambassadors.

Summary

Job title	Support Staff
Classification	Student Employee
Rate of pay	\$17.08 per hour (+16% in lieu of benefits)
Hours of work	At least 10 hours per week
Start date	As soon as possible
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. 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 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 executive director.

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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

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: Support Staff" in the subject header. All applications are due **October 18, 2018**. Interviews are during business hours on **October 24, 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.