

We're hiring!



Office Coordinator Program Staff – Role Description

Summary

Job title	Office Coordinator
Classification	Project Employee
Rate of pay	\$21.99 per hour ¹
Hours of work	21 hours per week
Reports to	Executive Director

Under the supervision and guidance of the executive director, the office coordinator provides coordination for the clerical activities of the office, and provides support to the executive director, student executives, and resource staff as required. The office coordinator reports to the executive director.

Duties

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

Administrative Support

- Provide a reception presence for the CSU's main office.
- Coordinate the general maintenance of the office, and be the point of contact for repairs.
- Coordinate inbound and outbound mail, shipments, and deliveries.
- Coordinate the maintenance of office records, including an office archival system.
- Assist in the coordination of accounts payable and receivable.
- Maintain an appropriate inventory of office supplies, and coordinate supply orders.
- Coordinate travel and accommodations for student executives, board members, and staff, including the maintenance of travel profiles and the coordination of payments and expenses.
- Coordinate support for committee meetings, including space bookings, catering orders, and room set-up, and take minutes for the board, executive, committees, and collectives as required.

Other Duties

- 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 executive director.

¹ \$22.65 per hour effective July 1, 2019.

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Qualifications

- Knowledgeable about campus life at Capilano University.
- At least one year of experience coordinating administrative and clerical activities.
- Personable, professional, and well organized.
- Ability to effectively work independently, or as part of a team, as needed.
- Excellent written and verbal communications.

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 our campuses, 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 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 **May 30, 2019**. Interviews are going to be scheduled during business hours on June 3, 2019.

The CSU hires on the basis of merit, and is committed to employment equity and achieving team diversity that mirrors our student population. Folks with disabilities; Indigenous folks; self-identified women; folks from visible minorities; and trans, two-spirit, and gender non-binary 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.