

JOB POSTING INFORMATION

JOB TITLE: CAMPUS CLUBS COORDINATOR

JOB CODE: SA-CCC-13

DATE POSTED: JULY 26, 2013

POSTING EXPIRES: AUGUST 5, 2013

JOB TYPE: FULL-TIME/CONTRACT

TRAVEL REQUIRED: SOME

SALARY RANGE: \$28,000 – \$31,000 NON-NEGOTIABLE

LOCATION OF WORK: NORTH OSHAWA CAMPUS - CAMPUS CLUBS SPACE

WILL TRAIN APPLICANT: SOME TRAINING PROVIDED

JOB SUMMARY

This is a contract position that will report to the Director of Operations. The successful candidate will be required to work weekends and extended shifts from time to time, in addition to their regular shift. The Campus Clubs Coordinator supervises all Campus Clubs and related matters, projects and events. The position will run from August to May 2013 with the possibility of renewal.

SUMMARY OF DUTIES:

- Acts as a primary resource of information to all full-time students in regards to the Campus Clubs' service.
- Reviews and approves applications for ratification of new Campus Clubs and the re-ratification of previous Campus Clubs on a yearly basis.
- Receives, reviews, and submits all Event Application and Agreement Forms for approval to the Student Association Risk Team. Ensures all Event Application information is included and that additional requests for information are facilitated and liaised between the Risk Team, and all other related departments.
- Reviews, approves, and tracks all base funding, supplementary funding and account transactions. While ensuring the departmental budget procedures are adhered to.
- Facilitates and monitors the planning and organizing of events, activities and fundraising.
- Submits weekly reports to the Director of Operations outlining the status of activities, events, projects and program initiatives.
- Creates annual budget in conjunction all related departments.
- Determines and grants base funding amounts to each individual club, based on their assessment of purpose, prior activity and goals.
- Responsible for the growth and promotion of Campus Clubs throughout Durham College and UOIT, creating new opportunities for educational and social interaction and increasing awareness of events, services, programs and activities on campus.
- Complies with Student Association, Durham College and UOIT policies and procedures.
- Reviews, develops and enforces policies and procedures.

- Attends all and Campus Club-related committee meetings as required. Ensures information is communicated between the Student Association and related departments.
- Collects and presents supplementary funding requests to the Funding Committee for review twice a year.
- Facilitates and maintains the Campus Clubs' Space.
- Manages two Campus Clubs Assistants.
- Recruits, trains and advises students in the process of developing new Campus Clubs. Facilitates skill-development opportunities for Campus Club Executives (ie. co-curricular program).
- Acts as a liaison and resource for all diversity related issues.
- Determines departmental needs and works in conjunction with all related departments to deliver and execute plans.

SKILLS/QUALIFICATIONS:

- Ability to implement and enforce policies and procedures. Must be able to identify confidential and sensitive information and understand its reasonable use.
- Effective communication skills in writing and in-person with various organizational stakeholders.
- Experience supervising, training and overseeing students in an educational environment a significant asset.
- Experience with event planning and execution.
- Previous knowledge of computers a must. Knowledge of MS Office software required.
- High school diploma required. Relevant college/university courses considered an asset.
- Must be at least 19 years of age and undergo a Criminal Background Check.

APPLICATION INFORMATION

RESPONSE METHOD:

EMAIL – saadmin@dc-uoit.ca WITH THE SUBJECT LINE: CAMPUS CLUBS COORDINATOR

APPLICATION INSTRUCTIONS: PLEASE SUBMIT A COVER LETTER AND RESUME OUTLINING RELEVANT EDUCATION AND EXPERIENCE BY EMAIL ONLY TO THE SPECIFIED EMAIL ADDRESS ABOVE.

ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED.