



KWANTLEN
STUDENT
ASSOCIATION

12666 72nd Ave
Surrey, BC V3W 2M8
604.599.2126
www.kusa.ca

Position Posting

Position Title: **Student Services Manager**
Reports To: General Manager
Status: Permanent, Full-Time Management
Salary: Based on Experience
Hours: 40 per week
Location: Surrey Campus, varies

Job Description

The Student Services Manager (SSM) is responsible for the ActiveKSA program, Outdoor Adventures at Kwantlen (OAK), Campus Member Services, START Volunteer Program, and other services of the Kwantlen Student Association (KSA). Duties include, but are not limited to the management and oversight of all four campus Member Services offices, managing partnerships and sponsorship with community health and sport organizations, maintaining program websites, planning and executing program opportunities, and promoting services and healthy wellbeing to the Kwantlen community. The SSM must, at all times during the course of their duties, uphold the KSA Constitution, Bylaws, Regulations, Executive Procedures, Personnel Procedures, and Strategic Plan.

Duties & Responsibilities:

- Supervise and direct all Active KSA, START, and Member Services staff on a day-to-day basis
- Coordinate ActiveKSA program classes on all Kwantlen campuses
- Oversee Active KSA and OAC staff and program activities
- Seek out and maintain relationships with relevant community organizations
- Explore opportunities to work with university programs and departments
- Develop marketing strategies for training in conjunction with the Marketing Coordinator
- Plan and execute campaigns and programs in conjunction with KSA Standing Committees
- Create regular reports on program performance
- Other duties as assigned

Qualifications & Experience:

- Must possess a post-secondary degree or equivalent
- Minimum 2 years management experience
- Customer service management experience an asset
- Knowledgeable and familiar with post-secondary student life
- Personable, professional, and well organized
- Excellent written and verbal communication skills, second language is an asset
- Must have valid driver's license and access to reliable transportation
- Have a desire to learn and a passion to make a difference in the world

KSA hires on the basis of merit, is committed to employment equity, and encourages all qualified individuals to apply. Only candidates selected for interview will be contacted.

Please submit a resume and cover letter to the General Manager at applications@kusa.ca

Application deadline: Friday, August 9 at 4:30 pm