The Carleton University Students Association is an incorporated, not-for-profit, student-run organization dedicated to enriching the undergraduate student experience through events, advocacy efforts, and services.

POSITION DESCRIPTION

Position Title: Student Groups Administrator
Reports to: Director of Student Development
Department: Administration
Date Revised: November 1, 2021
Salary: $45,000
Union: CUPE 3011
Hours: 35 hrs/week

OBJECTIVE OF THE POSITION

To manage the day-to-day operations of the CUSA Clubs office, continuously strive to improve club services, and maintain relationships with University stakeholders and student groups.

CORE COMPETENCIES

● Written and Oral Communication Skills
● Decision Making
● Time Management
● Planning & Organizational Skills
● Independence & Teamwork
● Networking & Relationship Building
● Accountability
● Creative & Innovative Thinking
● Confidentiality

DUTIES & RESPONSIBILITIES

● Chair and facilitate the Clubs Oversight Committee, including onboarding new members twice yearly and keeping agendas and minutes in keeping with established Procedures and Committee Terms of Reference
● Guide the Clubs Oversight Committee through deliberative decision making meetings at least once every two weeks
● Support the Clubs Oversight Committee priorities and directives in Club Certification, Recertification, Decertification, Funding, Townhalls, Complaints, Leadership Succession, and any other issues or matters which may arise and require the attention of the Clubs Oversight Committee
● Administrator of Clubs website (cusaclubs.ca), Clubs Oversight Committee Google Drive, Clubs Training Teachable Course, and CUSA Clubs Mailchimp (CUSA Clubs management platforms) including directory submissions, key communications, archiving key documents, optimizing the platforms to improve user experience, and general maintenance.
● Maintenance and timely posting of Clubs related documents including CUSA Clubs policies, procedures, documents, and templates such as the CUSA Constitution, CUSA ByLaws, CUSA Policies, and Clubs Oversight Committee Procedures.
● Create training and supporting materials and processes to assist CUSA Clubs in navigating through procedures overseen by the Clubs Oversight Committee, such as funding, event planning, booking resources, recertification, certification, complaints, risk management, and co-curricular record management.
● Follow through on and propose edits to Procedures overseen by the Clubs Oversight Committee, including those related to core operations such as CUSA Clubs funding proposals and submissions, Committee operations and terms of reference, banking, digital optimization, etc
● Manage CUSA Clubs services offered such as storage room, graphics computer station, other free resources, etc.
● Responsible for risk assessment and insurance process approval for certified clubs, and additional insurance requests when applicable.
● Work with the Clubs & Societies Coordinator and Events and Programs Coordinator to:
  o Coordinate logistics of 4-5 events, programs, or workshops per semester such as Clubs & Societies Conference, Clubs Palooza, Clubs Gala, sexual violence workshops, Clubs Week.
  o Maintain the Clubs Facebook and Instagram page, and any other relevant social media platforms.
● Work with the Events & Programs Coordinator to create avenues for student groups to facilitate programming within CUSA Spaces.
● Planning and executing small-scale training events relevant to CUSA Clubs such as social media, accounting, event planning, etc.
● Collaborate with the VP Internal and Clubs Oversight Committee for process improvement decisions, ensuring executive and committee goals are being met, and to communicate key updates.
● Work with the Sponsorship Coordinator to create avenues for funding opportunities for external and internal partners.
● Responsible for CCR validation and maintenance.
● Surveying students to understand areas of improvement and create actionable tasks to promote growth within the department.
● Develop conflict resolution process and conduct mediation with club executives and members as required.
● Protect CUSA Club data as outlined in Clubs Oversight Committee Procedures and ensure all actions related to data are clearly communicated and accessible to Clubs.
● Collect and appropriately share conflict of interest submissions/declarations within the Clubs Oversight Committee to ensure all decisions are not only fair, but perceived to be fair.
● Serve as CUSA Clubs’ primary liaison to Scotiabank for Clubs’ accounts, finding efficiencies and ensuring processes lead to reduced likelihood of fraud while remaining accessible to Clubs

QUALIFICATIONS / EXPERIENCE

● A Post-Secondary Diploma or a Degree or a minimum of 2 years related work experience
● Excellent organizational skills
● Excellent communication and interpersonal skills
● Flexible with the ability to work under pressure and meet deadlines
● Ability to work independently
● First Aid and CPR Training is an asset
● Proficient in the use of computers, with practical experience in the use of current software applications i.e. Excel, Google Suite

CUSA values employment and educational equality and welcomes applicants from diverse groups including (but not limited to): women; aboriginal people; people of colour; people with disabilities; international students; and gay, lesbian, bisexual, transgendered people.

COVID-19 Considerations
Carleton University requires mandatory vaccination for all individuals involved in any in-person Carleton activities both on- and off-campus. Additionally, all staff must adhere to Carleton’s mandatory mask policy. All information regarding Carleton policies and protocols can be found here.

HOW TO APPLY

Please send a resume and cover letter to Leeanne Harvey at leeanne.harvey@cusaonline.ca. The deadline to apply is December 20, 2021.