

CLUBS & SOCIETIES PROGRAMMING COMMISSIONER

DUTIES:

- The Clubs & Societies Programming Commissioner shall operate CUSA Clubs & Societies as mandated by the Bylaws.
- Be responsible for the organization and planning of all programming events related to the Clubs and Societies office including but not limited to, the funding workshop, conference and professional development workshops
- Report to the Vice President Internal and hold regularly meetings.
- Shall respond to various questions, concerns and complaints of the Clubs and Societies.
- Work with the Administrative Commissioner and the Vice President Internal to ensure effective operation of the Clubs & Societies Office.

THE SUCCESSFUL APPLICANT SHALL POSSES THE FOLLOWING:

- Membership in the Carleton University Students' Association (i.e. undergraduate student).
- Strong communication and initiative skills
- Involvement as an executive member of a Club or Society for at least one year.
- A basic understanding of the CUSA Constitution, Bylaws, and Policies as they relate to Clubs and Societies.
- Strong interpersonal, public relations, and organizational skills.

TERM & WAGE:

One year from day of hiring.
\$13.30/hour at 20 hours per week. This is a unionized position with CUPE 1281.

DEADLINE FOR APPLICANTS - September 6th, 2016

Applicants shall submit a resume with a cover letter, two letters of reference, and a position paper. The position paper should be one page and should outline qualifications and ideas for the position.

PLEASE SUBMIT YOUR APPLICATION TO:

Lauren Konarowski, VP Internal
Carleton University Students' Association
401 University Centre Building, 1125 Colonel By Drive
Ottawa, ON • K1S 5B6
Phone: 613-520-6688 Fax: 613-520-3704
vpi@cusaonline.ca

CUSA values employment and educational equity 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 and transgender people