

## Clubs & Societies Programming Commissioner

### DUTIES

- The C&S Programming Commissioner shall operate CUSA Clubs & Societies as mandated by the Bylaws.
- Be responsible to the Student Services Manager, Vice President Internal, and the President, and on financial matters, shall be responsible to the Vice President Finance.
- Be responsible for the organization of all programming events related to the Clubs and Societies office including (but not limited to) the funding workshop, September Clubs Conference, and professional development workshops.
- Work with the Administrative Commissioner and the VP Internal to ensure effective operation of the C&S Office.
- Coordinate all insurance submissions for major club events.
- Be responsible for responding to various questions, concerns and complaints including those that may need further mediation through the Clubs & Societies Committee.
- Be responsible for giving public notice of workshops, conferences, and Clubs Palooza in fall and winter.
- Be responsible for coordinating clubs week in the fall semester and cultural week in the winter semester.
- Be responsible for monetary requirements of Clubs & Societies including chairing and possibly clerking the FACCS meetings in the absence of the VP Internal.
- Be responsible for daily maintenance of social media platform(s) and applying techniques to grow audience.
- Be responsible to provide the Vice President Internal with an year end report.
- Create and implement a Clubs & Societies general survey after all events.

### REQUIREMENTS

- Membership in the Carleton University Students' Association (i.e. undergraduate student).
- An awareness and sensitivity to the following (but not limited to): sexism, racism, homophobia, ableism and ageism.
- History of involvement with a CUSA club or society as a member or executive.
- A basic understanding of the CUSA Constitution, Bylaws, and Policies as they relate to Clubs and Societies.
- Strong interpersonal, public relations, and organizational skills.
- The ability to work both with staff members and when unsupervised.

**Please Note: Applicants MUST opt-in to the "Clubs & Societies", "Student Life and Success Programs" AND "Student Opportunities and Space" fees at registration to apply for this position.**

### TERM & RATE

One year from hiring date. \$15.25/hr, 20 hrs/week (reduced to 10-20 hrs/week during summer). This is a unionized role with CUPE 1281.

### HOW TO APPLY

Are traditional cover letters old school? We think so, instead tell us about yourself, why you want to work at CUSA, and your ideas for the position in a multimedia format (eg, video, blog post, collage and write up, slideshow, audio recording, or any other format you'd prefer). **All applicants must also submit a resume, class schedule, and an optional reference letter.**

SUBMIT YOUR  
*application*  
VIA EMAIL TO

**Farook Al-Muflehi - [vpi@cusaonline.ca](mailto:vpi@cusaonline.ca)**  
Carleton University Students' Association  
401 University Centre Building, 1125 Colonel By Drive  
Ottawa, ON • K1S 5B6 | Phone: 613-520-6688

*deadline*  
**JUNE 28, 2019**

*CUSA values employment and educational equity and welcomes applicants from diverse groups including (but not limited to): women, Indigenous people, people of colour, people with disabilities, international students, and gay, lesbian, bisexual and transgender people. CUSA is committed to ensuring that accommodations are provided in all parts of the hiring process as required under CUSA's accessibility policies, the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code. Applicants need to make their needs known in advance.*