



WE'RE
HIRING,
JOIN OUR
TEAM!

Clubs & Societies Administrative Commissioner

DUTIES

- The C&S Administrative Commissioner shall operate CUSA Clubs & Societies as mandated by the Bylaws.
- Report to the Vice President Internal and hold regular meetings.
- Work with the programming Commissioner and the Vice President Internal to ensure effective operation of the Clubs & Societies Office.
- Be responsible for issuing bank letters and work with the bank to operate banking services for clubs and societies.
- Respond to various questions, concerns and complaints, including mediation for Clubs & Societies.
- Receive, organize, and notify all clubs and societies of incoming mail.
- Collect financial documents from clubs and societies, including year end ledgers and funding requests.
- Attend and assist at events planned by the C&S Programming Commissioner, including, but not limited to, Clubs Conference, Clubs Expo, and Clubs Gala.
- Assist in the operation of C&S online spaces, including CUSA Hub, Facebook, and Instagram.
- Complete various other club related duties.

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.

TERM & RATE

One year from date of hiring | \$14.25/hour at 20 hours per week

*This is a unionized position 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

Natalie York - vpi@cusaonline.ca
Carleton University Students' Association
401 University Centre Building, 1125 Colonel By Drive
Ottawa, ON • K1S 5B6 | Phone: 613-520-6688

deadline
**AUGUST 20th,
2018**

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.