



CUSA Council Clerk

DUTIES

- The Council clerk shall be responsible accurately recording the minutes of Council meetings.
- Distribute the recorded minutes to the Vice President Internal.
- Assist the Vice President Internal in all CUSA Council meetings responsibilities to ensure the best performance of CUSA Council.

REQUIREMENTS

- Membership in the Carleton University Students' Association (undergraduate student taking at minimum .5 credit per semester).
- Awareness and sensitivity to issue including but not limited to: trans/bi/homophobia, sexism, racism, ableism and ageism.
- Excellent interpersonal skills and the ability to work with volunteers both within a group and when unsupervised.
- An in-depth knowledge of the CUSA Constitution, Bylaws and Policies.
- Knowledge of Robert's Rules of Order.
- Ability to work under pressure in a public setting.

TERM & RATE

May 2019 - April 2020

\$125.00 per council meeting. Typically 1-2 meetings per month

This is not a unionized position.

HOW TO APPLY

All applicants must submit a cover letter and resume.

Interviews will be held on Monday, May 20th and Tuesday, May 21st.

SUBMIT YOUR
application
VIA EMAIL TO

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

deadline
MAY 17,
2019

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. 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.