

Mawandoseg Centre Coordinator

DUTIES

- Be responsible to the Student Services Manager, and the President, and on financial matters, shall be responsible to the Vice President Finance.
- Provide direction and coordination of the Centre's activities while ensuring that the service meets the needs of students.
- Be responsible for the liaison with other organization for information sharing and joint action.
- Research and create innovative events to engage students on a larger scale.
- Be responsible for planning, coordination and the operation of services and programming including (but not limited to) informational and educational events such as: Campus Pride, RISE (Revitalizing Indigenous Strength and Education) and other events at least once per year.
- Responsible for daily maintenance of the centres social media platform(s) and applying techniques to grow audience.
- Recruit volunteers to assist in Centre's day-to-day operation and special projects, plan volunteer training at least once per semester.
- Responsible for weekly reports, daily/monthly metric collection, organization and maintenance of office technology and space. Retain and attend all scheduled office hours.

REQUIREMENTS

- Membership in the Carleton University Students' Association or the Graduate Students' Association (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.
- Established knowledge of Google Suite, and Office Suite.
- Excellent interpersonal skills, ability to work unsupervised in groups or individually.
- Quick learner who is organized and a self starter who is passionate about the centres goals.

TERM & RATE

One year from hiring date. \$15.79/hr, 20 hrs/week (reduced to 10 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 one reference letter.**

SUBMIT YOUR
application
VIA EMAIL TO

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