



The Carleton University Students Association is an incorporated, not for profit, student-run organization dedicated to enriching the undergraduate student experience through events, advocacy efforts, and services.

POSITION DESCRIPTION

Position Title:	Student Groups Administrator
Reports to:	General Manager
Department:	Administrative
Date Revised:	February 2020
Union:	CUPE 3011
Salary:	\$42,000 annually

OBJECTIVE OF THE POSITION

To manage the day-to-day operations of the Clubs & Societies office, continuously strive to improve club services, and maintain relationships with University stakeholders and student groups.

CORE COMPETENCIES

- Written and Oral Communication Skills
- Decision Making
- Time Management
- Planning & Organizational Skills
- Independence & Teamwork
- Networking & Relationship Building
- Accountability
- Creative & Innovative Thinking
- Confidentiality

DUTIES & RESPONSIBILITIES

- Administrator of CUSA Hub (clubs and societies management platform) including building booking forms, key communications, optimizing the platform to improve user experience, and general maintenance.
- Maintenance and timely posting of Clubs & Societies documents and templates such as constitution, bylaws, policies etc.
- Create supporting documents to assist Clubs and Societies to navigate through different processes such as funding, event planning, booking resources, etc.
- Create procedural documents and protocol to support and improve core operations such as clubs funding meetings, disbursements, bank letters, digital optimization, etc.
- Manage clubs and societies services offered such as storage room, graphics computer station, other free resources, etc.
- Responsible for risk assessment and insurance process approval for certified clubs, and additional insurance requests when applicable.
- Maintain a line of communication with University stakeholders and student groups such as RRRA, CASG, BOG, Senate, etc.
- Work with the Clubs & Societies Coordinator and Events and Programs Coordinator to:
 - Coordinate logistics of 4-5 events, programs, or workshops per semester such as Clubs & Societies Conference, Clubs Palooza, Clubs Gala, sexual violence workshops, Clubs Week.
 - Maintain the Clubs Facebook and Instagram page, and any other relevant social media platforms.
- Work with the Events & Programs Coordinator to create avenues for student groups to facilitate programming within CUSA Spaces.
- Planning and executing small scale training events relevant to Clubs & Societies such as social media, accounting, event planning, etc.
- Collaborate with the VP Internal for process improvement decisions, ensuring executive goals are being met, and to communicate key updates.
- Work with the Sponsorship Coordinator to create avenues for funding opportunities for external and internal partners.
- Responsible for CCR validation and maintenance.
- Surveying students to understand areas of improvement and create actionable tasks to promote growth within the department.
- Develop conflict resolution process and conduct mediation with club executives and members as required.

QUALIFICATIONS / EXPERIENCE

- A Post-Secondary Diploma or a Degree or a minimum of 2 years related work experience
- Excellent organizational skills
- Excellent communication and interpersonal skills
- Flexible with the ability to work under pressure and meet deadlines
- Ability to work independently
- First Aid and CPR Training is an asset
- Proficient in the use of computers, with practical experience in the use of current software applications i.e. Excel, Google Suite