

STUDENT SERVICES MANAGER

The Student Services Manager of CUSA represents the organization by delivering its' services to the Carleton University campus. As a member of the CUSA team, the position contributes to the development and implementation of organizational strategies, policies, and practices through the management team. The manager will play a key role in developing and expanding all CUSA service programs, while creating positive relationships with all working partners and institutional partners in support of CUSA's goals.

JOB CATAGORY:	Full Time
TRAVEL REQUIRED:	Some
LEVEL/SALARY RANGE:	TBD
LOCATION OF WORK:	Carleton University Campus
WILL TRAIN APPLICANT:	Some Training Provided

THE STUDENT SERVICES MANAGER SHALL:

- Administer the Student Health and Dental Insurance Plan.
- Administer all the Association's student insurance plans, maintain up-to-date files and materials pertaining to them
- Ensure that CUSA meets federal and provincial protection of privacy regulations regarding students' personal information and information about the health plan.
- Responsible for supervising Service Centre and Clubs and Societies related staff.
- Support the VP Student Services and VP Internal in hiring, training, regularly reviewing, and performing employee discipline of all CUSA Service Centre and Clubs and Societies Staff as described in the CUSA Human Resources Policy Manual and the Collective Agreement.
- Building and maintaining a strong support Service Team.
- Supporting all Service Staff in developing and maintaining program budgets, while creating proper processes and events.
- Assess and produce annual budgets and capital requests for all assigned departments.
- Analyze monthly financial operating budgets.

THE STUDENT SERVICES MANAGER SHALL:

- College Diploma or University Degree in a relevant area or equivalent education;
- A minimum of 2-4 years of management experience and directing a team in a related environment (Student Association related experience is an asset).
- Prior experience with Health and Safety process and procedures.
- Positive energy and enthusiasm.
- Strong communication skills, both oral and written, must be able to edit scripts accurately.
- Organizational skills, time management and punctuality.
- Strong conflict resolution skills, must have the ability to relay communications accurately between departments and ensure messaging is received accurately.
- Good interpersonal skills are required; must affectively communicate to other students.
- Ability to develop a clear and detailed plan; develop a step-by-step plan with well-defined tasks and to make sure the team stays on a timeline and/or direction.
- An awareness and sensitivity to the following (but not limited to): sexism, racism, homophobia, and ableism.

WAGE:

This full-time position features full health and dental benefits, personal and professional development fund, a competitive salary (TBD) and a great work environment.

DEADLINE FOR APPLICANTS - Monday June 20th, 2016

PLEASE SUBMIT A RESUME AND COVER LETTER TO:

Rod Castro - General Manager
Carleton University Students' Association
1125 Colonel By Dr. Suite 401 University Centre Building
Ottawa, Ontario K1S 5B6
rodcastro@cusaonline.ca

Only those applicants that have been selected for an interview will be contacted.