

## **Employment Opportunity**

### **Coordinator, Student Volunteer Bureau (SVB)**

Student Experience Office, Memorial University of Newfoundland Students' Union

Do you love getting involved and volunteering on campus and in the community?

Do you have an interest in helping others do the same?

Help share your experiences and expertise with Memorial students by applying to be the coordinator of the Student Volunteer Bureau!

The SVB is a by-students, for students dynamic resource for anyone interested in getting involved and volunteering! The SVB administers a number of signature programs and events including the Volunteer Incentive Program (VIP), MUN Volunteer Day, and the Get Involved and Volunteer Fair.

**Duties:** The successful applicant will be responsible for duties that include but are not limited to: overseeing the daily operations of the SVB including hiring, training, and supervising student staff and volunteer assistants; promoting the benefits of getting involved and volunteering; promoting and recruiting volunteers for University and MUNSU programs and events; establishing and maintaining ongoing relationships with campus student groups, with various community organizations, and with university departments; collecting statistical data and preparing monthly reports; reporting on an on-going basis to the appropriate MUNSU and Student Experience Office personnel; performing other related administrative duties as required.

**Qualifications:** The successful candidate will be committed to promoting volunteerism and leadership development; will demonstrate excellent leadership, interpersonal and communication skills. Candidates must have an interest in student issues and demonstrate awareness of the barriers to involvement. The candidate should be able to work with minimal supervision, demonstrate initiative, and have experience supervising students.

**Eligibility:** The applicant must be a full-time or part-time **undergraduate student** in the 2017-2018 academic years. He/she must maintain a minimum 60% average and be available to work 30 hours per week, Monday-Friday 10:00 a.m. – 4:00 p.m, 42 weeks of the year. Successful candidates are expected to manage academic commitments and work hours to ensure the needs of both are met.

The MUN Students' Union is an employment equity employer. Applications from all qualified candidates are welcome; in particular, applications are encouraged from racialised people, Aboriginal people, people with disabilities, queer and trans people, and women

To apply: Submit a resume through MyMUNLife portal on [my.mun.ca](http://my.mun.ca):

mymun.ca by 5:00 p.m., Friday March 17, 2017. The position will run from May 1, 2017 – April 30, 2018.

1. Go to [my.mun.ca](http://my.mun.ca) and login
2. Click the "**Student**" link near the top of the page.
3. Click the "**My MUNLife**" button in the "Student Services" or "**My MUNLife**" box.
4. Click on "**CAREER**" and then the "**Job Postings**" tab