

JOB POSTING

STUDENT ACTIVITIES & MEMBERSHIP COORDINATOR

The Memorial University of Newfoundland Students' Union (MUNSU) seeks a full-time Student Activities and Membership Coordinator to assist with the implementation of membership development and student life initiatives with the union.

The Memorial University of Newfoundland Students' Union represents nearly 13,000 undergraduate students studying at the St. John's campus of Memorial University of Newfoundland. MUNSU is a not-for-profit organization that advocates for students through campaigns and lobbying and provides services and programming for members.

This position is responsible for providing support and advocacy for student life activities on Memorial's St. John's campus. Its primary function is to assist in the planning and administration of clubs, societies, resource centres, and special events on-campus. The Student Activities and Membership Coordinator will work directly with the Operations, and Resource Coordinator(S) and report directly to the MUNSU Executive and Board of Directors.

Salary: Coordinator Position Salary Step 1 plus benefits (CUPE 4554).

Responsibilities

- Resource MUNSU clubs & societies with their activities, working closely with the Director of Student Life.
- Coordinate and promote equity campaigns, events and forums with the Director of Campaigns.
- Assist Resource Centres with their activities, campaigns, and services.
- Oversee, assist, and act as a resource for MUNSU's member outreach initiatives, including but not limited to: The Members Handbook, website, promotional materials, and social events.
- Develop training and professional development for clubs, societies, and Resource Centres.
- Work with Executive and Staff to bring quality speakers and entertainment to campus.
- Organize advertising and promotion of MUNSU events with the MUNSU Director of External Affairs;
- Participate in meetings of the MUNSU Student Life Committee.
- Coordinate the MUNSU orientation activities.
- Coordinate the MUNSU winter carnival.
- Other related duties as assigned.
- Attend meetings and conferences of a membership development and student life nature.

Qualifications

- Post-secondary education from a recognized public institution with emphasis in the areas of research, public policies, education, and labour or any equivalent combination of experience and training.
- Current knowledge of the aims of and issues facing the student movement in Canada.
- Applied knowledge of issues facing post-secondary institutions and familiarity with funding- and decision-making processes and structures in post-secondary education as well as all levels of government

- Experience in student life issues, and in engaging varying levels of decision-making processes in public institutions, would be an asset
- Familiarity with the structures and operations of a students' union

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.

Applications shall be submitted in writing to MUNSU no later than Monday, April 9 at 12:00 P.M. Only those candidates contacted for an interview will be notified.

MUNSU is pleased to provide a unionized environment under CUPE Local 4554.

For more information, please contact finance@munsu.ca

To apply, please submit the following:

- a) an up-to-date resume with references
- b) an up-to-date cover letter

Submit to:

MUNSU General Office Room 2000,
Smallwood Centre, MUN, St. John's, NL A1C 5S7

