



STUDENT EMPLOYMENT OPPORTUNITY

NOW HIRING: INTERNAL POLICY PLANNER

Background

MUN Students' Union (MUNSU) represents over 13,000 undergraduate students studying through Memorial University of Newfoundland's St. John's campus. MUNSU is a not-for-profit organization that advocates for students through campaigns and lobbying while also providing cost-saving services and student life programming for its members.

Salary: \$14.05 per hour (biweekly pay); 40 total hours over the semester

Duration: Hours must be completed during the Spring 2019 semester (which includes Intersession/Summer semesters)

Eligibility Requirements

- Must be a MUNSU member, registered in at least one undergraduate course during the Spring (/Intersession/Summer) semester
- Must not be on a work term
- Must meet university MUCEP academic requirements
(cumulative average of 60% or above, or; average in last 10 courses of 60% or above, or; applying with support through the Blundon Centre – more details on academic requirements found at <https://www.mun.ca/student/student-success/work-experience/MUCEP.php>)

Job Description & Qualifications

Working directly with the Executive Director of External Affairs, Communications, and Research, this role will assist with researching, planning, and revising MUNSU's internal policies. Student needs are continually changing, and MUNSU's policies need to be continually updated to reflect that, as well as to correct and improve inefficiencies.

The selected candidate for this position will need an understanding of both policy and of the current issues affecting MUNSU's diverse membership of over 13,000 undergraduate students; it would be helpful to have a working familiarity with the students' union and its policies.

Here's what we're looking for in an ideal candidate:

- Strong research, writing, and analytical skills
- Familiarity with MUN Students' Union and its structure, programs, services, and policies
- Interest in public policy, post-secondary education, and/or the student movement
- Coursework in the arts, humanities, and/or social sciences an asset

To Apply

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

To apply for the Internal Policy Planner MUCEP position, include the job title in your subject line and submit a resume and class schedule to:

Liam O'Neill
Executive Director of External Affairs, Communications, and Research
MUNSU General Office
Room 2000, University Centre | MUN
1 Arctic Avenue
St. John's NL, A1C 5S7

resume@munsu.ca

Students can also apply for this position via MyMUNLife, using **Job ID 59011**.

Instructions for accessing MyMUNLife can be found at:

<https://www.mun.ca/student/student-success/work-experience/MUCEP.php>.

DEADLINE: 12PM (NOON) ON FRIDAY, MAY 24