



STUDENT EMPLOYMENT OPPORTUNITY

NOW HIRING: BUDGET CLERK

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 Finance and Services, this role will provide general assistance with MUNSU's budget, finances, and record-keeping. Coursework in accounting would be considered a strong asset for this position, but is not required.

The selected candidate will take ownership of their role and will feel comfortable being empowered to create a system of organization that is logical and efficient. They should be able to think through multiple options, decide on the best path forward, and explain their system to others clearly. We're looking for an organizational whiz!

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

- Strong numeracy, administrative, and organizational skills
- Demonstrated history of accuracy and attention to detail
- Experience with data entry, financial record-keeping, or general administrative tasks
- Interest in the MUN Students' Union, the student movement, and/or student issues

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 Budget Clerk MUCEP position, include the job title in your subject line and submit a resume and class schedule to:

Jil Medon
Executive Director of Finance and Services
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 59038**.

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