



STUDENT EMPLOYMENT OPPORTUNITY

NOW HIRING: EVENTS COORDINATOR

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 Student Life, this role will provide assistance with planning and promoting MUNSU's events and student activities. This position is an opportunity to shape and contribute to student life, to influence a positive culture and community on campus, and to create memorable, engaging experiences for MUN students.

Due to the self-directed nature of this position, strong leadership skills will be required. The selected candidate will have a demonstrated ability to work independently. They should be excited to come up with creative ideas for fun events, but also committed to following through with the required planning to make their ideas come to life.

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

- Strong leadership, communication, creative, and strategic skills
- Ability to stay organized, manage time, and oversee volunteers
- Previous involvement with MUNSU, the Memorial community, and/or event planning
- Interest in and knowledge of student life at MUN; "in touch" with MUN students

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

Alyssa Gulliford
Executive Director of Student Life
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 59052**.

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