



STUDENT EMPLOYMENT OPPORTUNITY

NOW HIRING: STUDENT GROUPS ORGANIZER

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 general assistance with overseeing MUNSU's 200+ student clubs and societies and the ratification process for these groups. This position acts as a direct resource for our clubs, societies, and the students who run them as well as a resource for the Director of Student Life in their efforts to better support student groups at MUN.

With a large, diverse set of clubs and societies, it's important that the selected candidate can communicate with all types of people and can maintain a diplomatic, fair, and consistent approach in their work. They should also have experience as an executive with a MUNSU club or society and a familiarity with MUNSU's policies relating to student groups.

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

- Strong organizational, creative, and communication skills
- Demonstrated accountability and time management abilities
- Interest in and knowledge of MUN Students' Union and/or student activities

- Previous experience as an executive with one or more Memorial clubs or societies

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 Student Groups Organizer 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 59048**.

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