

## ST. THOMAS UNIVERSITY STUDENT'S UNION



### OPEN POSITION: ACTIVITIES COORDINATOR

***Application open: April 16th, 2024***

***Deadline: April 23rd, 2024***

Completed applications include:

- Completed STUSU Employment Application Form - [FOUND HERE](#)
- Cover Letter
- Resume

**Submit to:** Vice President Administration Ahmik Burneo at [su\\_vpadmin@stu.ca](mailto:su_vpadmin@stu.ca) with email **subject line:** [Last name]\_[Opening job title]

Terms of Employment: part-time, September - April 2025, 10 hours/ week.

Wage: \$16-\$19 per hour

Requirements & Expectations:

- Strong professional ethics.
- Strong time management & organizational skills.
- Strong oral & written communication skills.
- Experience in event planning and execution.
- Familiarity with student activities.

**Job Description:**

Report to: Vice President Student Life

The Activities Coordinator shall be supervised by the Vice President Student Life and shall:

- (a) be responsible for the coordination and general management of all social activities, including organization, bookings, space and license applications, set-up, good conduct, and take-down and clean-up of all activities;
- (b) cooperate with all individuals responsible for fundraising activities;
- (c) be Chair of the Activities and Events Committee;
- (d) organize and execute one (1) activity per month during the Fall and Winter Academic Semesters; and
- (e) maintain no less than ten (10) office hours per week.

**All students are encouraged to apply even if they don't meet all the requirements.**

**THE ST. THOMAS UNIVERSITY STUDENTS UNION IS COMMITTED TO THE PRINCIPLE OF  
EMPLOYMENT EQUITY.**