

ST. THOMAS UNIVERSITY STUDENT'S UNION



OPEN POSITION: SRC RECORDING SECRETARY

“SRC”: Students Representative Council

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 with email **subject line: [Last name]_[Opening job title]**

Terms of Employment: part time, September - April 2025, 5 hours/ week.

Wage: \$16-\$19 per hour

Requirements & Expectations:

- Strong professional ethics.
- Strong time management & organizational skills.
- Strong written communication skills.
- Excellent attention to detail.

Job Description:

Report to: Vice President Administration.

The Recording Secretary shall be supervised by the Vice President Administration and shall:

- (a) record minutes of all regular and special meetings of the SRC;
- (b) attend all regular and special meetings of the SRC;
- (c) distribute the minutes to all members of the SRC within seventy-two (72) hours of the meeting for approval;
- (d) upon approval, make available to the Members the minutes; and
- (e) assist the Chairman in the efficient administration of meetings of the SRC.

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.**