

JOB DESCRIPTION

Student Groups Coordinator



Job Title:	Student Groups Coordinator	Job Category:	UWSA
Department/Group:	University of Windsor Student's Alliance	Reports to:	VP Finance
Location:	UWSA office - CAW Student Centre		
Level/Salary Range:		Position Type:	Coordinator
HR Contact:	General Manager	Date posted:	
Internal posting URL:	www.uwsa.ca/about/uwsa-opportunities/	Travel required:	No
Applications Accepted By:			
UWSA office – CAW Student Centre Rm.209 (ph.) 519- 971-3600 E-mail: uwsa@uwindsor.ca By Fax: 519-971-3654 www.uwsa.ca/about/uwsa-opportunities/			
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<p>ROLE</p> <p>The Coordinator is selected by UWSA in accordance with their bylaws, which govern the appointment of coordinators and commissioners.</p> <p>The Groups coordinator is responsible for ensuring the smooth operation of the UWSA club and society system and that decisions of the Board are clearly communicated to those affected and are implemented.</p> <p>SPECIFIC ACCOUNTABILITIES</p> <ul style="list-style-type: none"> i) Administer UWSA ratification for all clubs and societies. ii) Process file and organize all paper work on groups. iii) Administer, update and monitor the UWSA Campus Hub electronic portal system. iv) Ensure that all groups have access to and are aware of all current policies and procedures. v) Act as liaison between the clubs and UWSA vi) Respond, promptly and respectfully to student groups inquiries and communications. vii) Work with any necessary campus offices to supply information about various groups and facilitate group activities and room bookings viii) Organize and run club days and the Club Summit ix) Administer club and society banking as assigned by the VPFO x) Organize and maintain the <u>UWSA Approved Facilities Register</u> <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be able to maintain in office hours per week • Must be able to complete 500 hours by end of year. • Preference will be given to full-time undergraduate students 			