



POSITION DESCRIPTION

Position Title	Silver King Campus Coordinator
Location	Silver King Campus
Reports to	SRO and SCSU Executive Committee
Email	hiring@selkirkstudents.ca
Work Hours	Fall/Spring (October 2024- April 30, 2025)
Salary	\$23/hour + 4% vacation pay
Desired start/end date	October 5, 2024 – April 30, 2025
Work Hours	24 hours/week

MAIN DUTIES AND RESPONSIBILITIES

Duties may include:

- Assist with customer service and front-line service delivery, including addressing students' inquiries.
- Assist with the execution of Students' Union events and activities.
- Attend the Students' Union meetings such as the Board, Sub-Committees, Executive and General Meetings as a resource person and take meeting notes as required.
- Proactively promote the benefits of membership in the Students' Union and BC Federation of Students in execution of duties and dealings with general members.
- Attend workshops and conferences as may be required from time to time.
- Work collectively as a team with other members of staff, and specifically with other organizing staff.
- Assist in creating an annual event plan and oversee the planning, coordination, and implementation of such annual events and other events as mandated by the Board.
- Endeavor to partner with the College on campus life initiatives.
- Maintain event supplies and equipment.
- Work with the College community to ensure Union participation in campus-wide events like new student orientation, welcome weeks, and etc.
- Assist with the implementation of the campaigns, government relations, and coalition work strategy and communications strategy.
- Execute other duties as assigned by the Board.

REQUIRED QUALIFICATIONS

- Ability to work independently or as part of a team.
- Proven ability to complete tasks under pressure, be flexible, able to prioritize work and meet deadlines.
- Excellent computer skills including use of Word, Excel, email and the internet and ability to adapt to new technologies.
- Experience in executing customer/member service functions.
- Experience in producing reports, making presentations and undertaking basic office administration functions.
- Excellent organizational, communication, interpersonal, and problem-solving skills.

PREFERENCE MAY BE GIVEN TO CANDIDATES WITH ONE OR MORE OF THE FOLLOWING ADDITIONAL QUALIFICATIONS

- Experience working on post-secondary education issues a bonus.
- Experience in implementing social justice campaigns, policy making and undertaking advocacy work is a bonus.
- A valid driver's license and a vehicle to travel to all campuses is a bonus.

This is a temporary part-time position commencing October 2024 until April 30, 2025.

Selkirk College Students' Union is committed to building an environment that celebrates diversity, fosters a culture of inclusion for all, and empowers underrepresented voices. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as First Nation, Metis, Inuit and/or Indigenous person.