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| MSU-logo-2001 | JOB DESCRIPTIONPart Time Manager  |

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| **Position Title:** | **Student Community Support Network (SCSN) Coordinator** |
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| **Term of Office:** | May 1 to April 30 |
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| **Supervisor:** | Executive Board through the Vice-President (Administration) |
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| **Remuneration:** | Under Review |
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| **Hours of Work:** | Under Review |

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| **General Scope of Duties** |
| The SCSN Coordinator is responsible for managing all activities of the Student Community Support Network as well as working towards building positive relations between students and the wider community. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 30% | * Hire, train and supervise the Internal and External Coordinators as well as the Newsletter & Promotions Coordinator, ensuring duties are completed satisfactorily.
* Ensure that the goals of the organization are fulfilled
* Participate in the hiring of the Community Assistants, alongside the Internal Coordinator
* Deliver training programs and provide ongoing leadership and support to the Community Assistants (CAs)
* Attend programs run by Community Assistants in the community where possible
* Review year plans submitted by the Coordinators
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| Financial & Budgeting Function  | 15% | * Work with the Vice-President (Finance) to meet the financial needs of the department
* Prepare Purchase Orders (POs) and Standing Orders as required, reviewing the SCSN Bill Folder weekly.
* Maintain constant communication with the Vice-President (Finance) on financial matters, including undergoing a budget review process
* Review the general ledger entries and monthly statements to ensure transactions have been properly recorded
* Maintain proper records of POs and transactions
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| Communications Function  | 35% | * Act as the chief spokesperson of the SCSN Prepare for submission to the EB a detailed year plan (summer), and two reports per term
* Develop and maintain contact with key individuals in the MSU, clubs, University, and community to ensure that information is being properly communicated
* Conduct staff meetings with SCSN personnel as often as needed (at minimum once per month)
* Attend monthly Part-Time Manager meetings
* Maintain open communication with all stakeholders in the community including: Hamilton Police, City of Hamilton, Community Groups, and schools in the area
* Work towards the development and implementation of new ideas to solve problems and improve relations in the community
* Sit on various communities, including (but not limited to) the Off –Campus Experience, PACCR, and the Community Accountability Program committees
* Maintain open communication with the Society of Off Campus Students (SOCS), Off Campus Resource Centre (OCRC) and the Ainslie Wood Westdale Community Association (AWWCA)
* Ensure website is regularly updated
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| Advertising & Promotions Function  | 10% | * Work in coordination with the Newsletter & Promotions Coordinator to develop and execute plans to advertise the information, resources, and programming that the SCSN offers
* Utilize the appropriate MSU departments to promote the SCSN’s activities on campus (i.e. The Silhouette, CFMU, MSU Almanac, Underground Media & Design, Compass Information Centre, etc.)
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| Other  | 10% | * Participate in transition with the outgoing SCSN Coordinator and provide transition for the incoming SCSN Coordinator
* Participate in a performance evaluation process set out by the Vice-President (Administration)
* Responsible for other duties as assigned by the Vice-President (Administration)
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| **Knowledge, Skills and Abilities** |
| * Knowledge of student concerns in the community
* Organizational and time management skills required to ensure the effective operation of the SCSN and special events
* Interpersonal skills required in order to address the concerns of students on campus and to effectively motivate and interact with partners and community members
* Leadership abilities for motivating SCSN personnel
* Budgetary skills required
* Creativity required in order to maximize interest and participation in network activities
* Good public relation skills and diplomacy required
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| **Effort & Responsibility** |
| * Judgment required to make financial decisions for the department
* Responsible for ensuring that issues are being addressed in an equitable manner
* Responsible for maintaining an appropriate and positive image of the MSU
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| **Working Conditions** |
| * High stress environment, working with a variety of community stakeholders
* Time demands may exceed stated hours of work
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| **Training and Experience** |
| * Previous involvement with SCSN is an asset
* Previous experience working with the community (on and off campus stakeholders) is an asset
* Previous experience with Municipal governance is an asset
* Previous involvement in promotional activities coordination an asset
* Participation in annual MSU Management Trainings required (provided)
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| **Equipment** |
| * Personal computer in an office
* Telephone with voicemail box access
* Storage cupboard (with key) and set of drawers for files (with key)
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