Dear Executive Board,

For the upcoming hiring of the 2018-2019 Spark Executive Team, there are a few changes I would like to make with regards to the current job descriptions. There are some responsibilities and tasks on these descriptions which should be updated for the upcoming service year to accurately reflect the role that is required for the job.

This year our Events Coordinators planned a larger Spark Formal which left our budget tighter than usual. We decided that it would be a good opportunity for these individuals to collaborate more with both on campus and external groups to build more support around Spark and first year events that strive to build community. This would be a minor role in addition to the rest of the planning in the job description, and would mainly involve sending out emails, as a sponsorship package has already been made from this year’s promotions coordinator and would only need minor changes for next year.

For the Promotions and Publications role I decided to add the specific minimum number of guidebooks that this role will look to create. This is a great resource for students who cannot attend sessions or events but can be a large project in collaboration with the MSU Communications Officer and the Underground, therefore I want to make the expectations for this project as clear and supported as possible.

For the Sessions Coordinator role, the first change I made was to the number of hours. As this year’s Sessions Coordinator, I understand this is a large time commitment that can be more accurately represented through 7-10 hours when taking into consideration daily material prep for sessions, checking in with TL’s, and meeting my co to plan weekly 2 hour trainings twice a week.

Lastly, for Volunteer Coordinator, the logistics of our service have grown to be a bigger part of our everyday operations over these last three years. While supporting our volunteers is important, I feel the logistics aspect of the role is not accurately reflected in the job
description, therefore it merits a percentage change. To help indicate the changes in percentages I also included specific logistical tasks this individual would be responsible for including room bookings and making session groups.

It is for the above reasons that I would like for the Job Descriptions of the 2018-2019 Spark Executive Team to be updated.

Best,

Jane Luft
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