



# JOB DESCRIPTION

Part Time Staff

<b>Position Title:</b>	Diversity Services - Bridges Coordinator
<b>Term of Office:</b>	September 1 to April 30
<b>Supervisor:</b>	Executive Board through the Diversity <a href="#">Services</a> Director
<b>Remuneration:</b>	Refer to MSU Operating Policy 2.2 - Employment (Wages)
<b>Hours of Work:</b>	<del>6 hours per week</del> PENDING REVIEW OF THE FINANCE COMMITTEE

## General Scope of Duties

The Bridges Coordinator is responsible for the management of the space and the cafeteria ~~to foster a more inclusive environment in collaboration with Hospitality Services. by~~ As well, they are responsible for fostering an inclusive environment in collaboration with Hospitality Services, ensuring that various faith/cultural groups are able to use the space for religious/cultural days, etc in co ordinnance with Hospitality Services. ~~Ensure that Bridges Café celebrates cultural and religious days with special related food options. Ensure that certain foods are served on those days.~~ Furthermore, ~~to the~~ Bridges Coordinator is responsible for helping to ereate a “café atmosphere” by organizingorganize a variety of events that foster and promote an inclusive and diverse campus, events such as poetry, open mic nights, etc. Finally, the Coordinator will also be responsible for advertising and promoting ~~this cafereteria~~the café on campus.

Major Duties and Responsibilities		
Category	Percent	Specifics
<a href="#">Cafeteria Duties</a> <a href="#">Supervisory Function</a>	40%	<ul style="list-style-type: none"> <li>➤ Responsible for the daily operation of the Bridges safe space</li> <li>➤ Make every effort (in cooperation with Hospitality Services) to provide <del>particular</del> foods for religious/cultural holidays, ete<del>that</del> celebrate cultural and religious holidays.</li> <li>➤ Enforcing the rules and regulations of the Bridges Cafe</li> <li>➤ <a href="#">Cultivate the café space to be an inclusive and diverse environment</a><del>Help create a café like atmosphere to include the placement of international newspapers, open mic nights, etc</del></li> <li>➤ Organize events <a href="#">in the space</a> that promote diversity, multiculturalism, etc</li> <li>➤ <a href="#">Operate the AV equipment for events in the space</a></li> </ul>
<a href="#">Financial &amp; Budgeting Function</a>		<ul style="list-style-type: none"> <li>▪ <a href="#">Inform Diversity Services Director Assistant Director of any and all potential expenses related to the committee</a></li> <li>▪ <a href="#">Retain financial information to receive reimbursement from the Diversity Services Director</a></li> <li>➤ <a href="#">Develop a budget for the space alongside the Diversity Services Director</a><del>They had none this year.</del></li> </ul>
<a href="#">Communications Function</a>	25%	<ul style="list-style-type: none"> <li>➤ <a href="#">Work collaboratively with the other Pillars of Diversity Services</a></li> <li>➤ <a href="#">Communicate frequently with the Diversity Services Director, Assistant Director and the Pillar Coordinators</a></li> <li>➤ Interact with others in the MSU, clubs, University, and surrounding community</li> <li>➤ <a href="#">Communicate with parties interested in using the space in a professional manner</a></li> </ul>

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Diversity Services Bridges Coordinator Job Description

		<ul style="list-style-type: none"> <li>➤ <del>Observer on the Student Representative Assembly</del></li> <li>➤ Prepare for submission, in conjunction with the <a href="#">Diversity Services Director</a>, a detailed year plan (summer) and <a href="#">year-end end of year</a> report (March)</li> <li>➤ <del>Attend monthly part time manager meetings as directed by the Director</del></li> </ul>
Advertising & Promotions Function	25%	<ul style="list-style-type: none"> <li>➤ Utilize appropriate MSU departments <a href="#">in conjunction with the Promotions Coordinator</a> to promote <a href="#">service activities on campus e.g. The Silhouette, CFMU, MSU Almanac, Underground Media &amp; Design, Compass Information Centre, MSU Webpage, MSU Listserv</a> <del>the café and its use</del></li> <li>➤ <del>Assist booking groups in the promotion of events held in the space</del></li> <li>➤ <del>Effort to advertise the cafeteria and events e.g. opening of cafeteria, etc</del></li> <li>➤ <del>Participate in Clubsfest and aid in promoting the Cafeteria during Welcome Week</del></li> </ul>
Other	10%	<ul style="list-style-type: none"> <li>➤ <del>Participate in transition with the outgoing Bridges Coordinator and provide transition for the incoming Bridges Coordinator</del></li> <li>➤ <del>Support and attend Diversity events</del></li> <li>➤ <del>Provide transition for the incoming Coordinator</del></li> <li>➤ <del>Participate in mid-year evaluation process set out by the Vice-President (Administration)</del></li> </ul>

**Knowledge, Skills and Abilities**

- ~~Good knowledge of various religion and faiths in regards to the holidays and diets/foods~~
- Knowledge of various cultures, practices, holidays, and foods
- Organizational skills in order to deal with dividing space and ensuring that everyone is involved in the café
- Leadership abilities for ~~motivation of members and~~ coordinating activities
- Public speaking skills an asset in order to facilitate meetings and deliver ~~clear and concise reports~~ [information in a clear and concise manner](#)
- ~~Ability to communicate effectively and efficiently~~
- ~~Event planning skills are an asset~~
- Strong interpersonal skills when dealing with conflict resolution and mediation

**Effort & Responsibility**

- Responsible for the success of events within the café
- Responsible for answering any questions people may have about the café, food, space, etc

**Working Conditions**

- Work is performed in a shared office space
- Time demands may exceed stated hours of work

**Training and Experience**

- ~~Previous experience in diversity/multicultural issues is an asset~~
- ~~Participation in all Diversity Services Training sessions required (provided)~~
- Experience in Word, Excel, PowerPoint, E-mail, and business machines is an asset
- ~~Participation in MSU Management Training required (provided)~~

**Equipment**

- Use of shared computer, telephone resources, and administrative support

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