

Job Title:	Student Groups Coordinator	Job Category:	UWSA Coordinator
Department/Group:	University of Windsor Students' Alliance (UWSA)	Reports to:	Vice President Finance & Operations (VPFO) - Sahibjot Grewal
Location:	UWSA office - CAW Student Centre		
Level/Salary Range:		Position Type:	Part Time
HR Contact:	General Manager – Maria Hamilton	Date posted:	
Internal posting URL:	www.uwsa.ca/about/uwsa-opportunities/	Travel required:	No

Applications Accepted By:

UWSA office – CAW Student Centre, Room 209
 Phone: 519-971-3600 | E-mail: uwsa@uwindsor.ca | Fax: 519-971-3654
www.uwsa.ca/about/uwsa-opportunities/

General Scope of Duties

ROLE

Reporting to the VPFO, the Student Groups Coordinator is responsible for the operations of the Student Groups Service, which administers UWSA clubs and societies (“student groups”) within the University of Windsor campus. The Coordinator is the primary liaison between the UWSA and student groups, and will handle the various questions, concerns and complaints from student groups. The Coordinator will organize and plan all programming events related to the Student Groups Office, including but not limited to, club days, Clubs Summits, funding workshops, and conference and professional development workshops.

DUTIES AND RESPONSIBILITIES

- Organize, secure funding for, and promote events, initiatives and activities related to the Student Groups Office
- Administer the UWSA ratification and event approval processes for student groups
- Administer and maintain the student groups policies and procedures
- Ensure student groups have access to, and are regularly made aware of, current and new policies, procedures and practices related to student groups
- Maintain the official register of approved, ratified student groups
- Work with any necessary campus offices to supply information about student groups and facilitate student group activities and room bookings
- Administer student group funding and insurance procedures, as defined by the VPFO
- Liaise with the UWSA insurers on student group issues, as needed
- Administer, update and monitor the UWSA CampusVibe Hub online portal system
- Establish and maintain positive relationships with student groups, campus partners and community partners
- Actively seek, secure and promote new incentives, benefits and partnerships for student groups
- Recruit, hire and train all work-study students and volunteers
- Record, track and submit work-study student hours
- Coordinate, supervise and provide ongoing support to work-study students and volunteers
- Fulfill any other duties as assigned by the VPFO

ACCOUNTABILITIES

- Organize consistent training for work-study students and volunteers
- Defined by the VPFO, prepare progress reports on activities and results and status of portfolio objectives
- Maintain consistent in-office hours on a weekly basis, as agreed upon with the VPFO
- Complete 800 hours by the end of the academic year within the agreed-upon office hours
- Respond promptly, within no later than 48 hours, to any student group inquiry or request
- Prepare a thorough transition manual before the end of their term, as defined by the VPFO

PREFERRED QUALIFICATIONS

- Member of the UWSA (full-time undergraduate student)
- Involvement as an executive member of a student group for at least one year
- Strong interpersonal, public relations skills, and organizational skills
- Strong communication and initiative skills
- Strong analytical, problem solving and time management skills
- Strong administrative skills
- Strategic planning abilities
- Experience with planning events
- Ability to work independently and in a team
- Able to foster collaboration among campus and community partners to introduce new initiatives and develop support
- Outstanding fundraising and marketing abilities
- General knowledge of the UWSA

WORKING CONDITIONS

- Mentally exhausting at times
- Extraordinary opportunity for personal growth and skills development, due to high level of responsibility and challenges
- Work will primarily take place in a controlled office environment, but also in a variety of event locations around campus
- Access to office computer, photocopier, office supplies, meeting rooms, etc.

Signature: _____

Date: _____

The UWSA is strongly committed to being an equal opportunity employer and recruiting a diverse staff. We encourage candidates to voluntarily self-identify on their application if they are members of traditionally underrepresented communities, including womxn, First Nations, Métis or Inuit persons, persons with disabilities, members of racialized communities, and 2SLGBTQIA-identified persons.

Please note that the UWSA is an independently incorporated students' union operating within the University of Windsor community; this is not a University of Windsor position.