

Current Leadership Opportunity

ORS Operations Team

Term: August 29th, 2020 to April 23rd, 2021 with orientation and planning in spring 2020

Stipend: Total compensation for this position is \$3465+

- Monthly stipend of \$385 – \$400 (depending on position)
- One Performance Stipend, valued at the equivalent of one monthly stipend (based on successful completion of the employment contract)

Hours: Flexible hours (evening and weekend responsibilities)

Type: Student Stipend Position

Employer: Organization of Residence Students (ORS)

Description:

Business Manager | Under the supervision of the ORS Executive and accountable to Housing Services, the Business Manager is responsible for the supervision and management of ORS' financial assets and practices to ensure its financial health and stability. This includes budgeting, expense approvals, bookkeeping, and reporting. Recording and distributing meeting minutes for major meetings is required. Skills in communication and time management are considered valuable. Experience with bookkeeping and knowledge of ethical accounting practices are considered assets. **Monthly stipend of \$400.**

Communications Manager | Under the supervision of the ORS Executive and accountable to Housing Services, this position is responsible for the maintenance and management of ORS' diverse communications offerings (i.e. website, social media, ORS TV channels, photos, videos, promotions etc.). This position is expected to execute at least one offering themselves, and manage the execution of the others through the ORS Communications Committee. Skills in graphic design, video production, social media management, content generation, and related technologies are considered assets. Abilities to delegate and manage multiple priorities are also considered valuable. **Monthly stipend of \$385.**

Facilities Manager | Under the supervision of the ORS Executive and accountable to Housing Services, this position is responsible for the purchase and maintenance of ORS' equipment and non-financial assets (i.e. exercise equipment, TVs, pool tables and cues, cleaning carts etc.) and upkeep, organization, and improvement of ORS' rooms and spaces. This position is expected to execute at least one of these offerings themselves, and manage the execution of the others through the ORS Facilities Committee. Skills in delegation, time management, and equipment maintenance and repairs are considered assets. **Monthly stipend of \$385.**

Qualifications:

- Lived at least one semester in a post-secondary residence
- Willing to apply for residence prior to March 13th, 2020 and live in residence for the duration of the term
- Minimum 2.0 GPA is suggested, must supply working copy of transcript
- Mandatory attendance for training: March 27th-28th, 2020 and August 29th-September 4th, 2020

Deadline for applications: Monday, March 9th, 2020 at 4 p.m.

Please visit https://uleth.qualtrics.com/jfe/form/SV_4SmfyuFioldh2gB to apply and submit your cover letter, resume, and a working copy of your transcript. Only applicants selected for an interview will be contacted. All others are thanked in advance for their interest.

For more information on all positions available, visit uleth.ca/housing/apply-join-ors-council