

POSITION DESCRIPTION

POSITION TITLE:	Student Experience Administrator
JOB TYPE:	Full-time, continuing (off 6 weeks unpaid July to mid-August annually)
SALARY RANGE:	Starting at \$34,000 per annum
REPORTS TO:	Director, Student Experience
EDUCATION:	Post-secondary degree/diploma or equivalent
TECHNICAL:	Proficient in Microsoft Excel, prior knowledge of Student Associations, and/or Campus Clubs an asset

SUMMARY:

Reporting to the Director, Student Experience; the Student experience Administrator will be focused on providing administrative support to the Student Experience team with a large focus placed on Clubs & Associations. The incumbent will be highly motivated to work in a fast-paced environment, be extremely well organized, detail oriented, have strong interpersonal skills and excellent time management skills.

JOB SPECIFIC DUTIES:

The specific functions of the Student Experience Administrator encompass a wide variety of roles and responsibilities that may from time to time be modified as the Director, Student Experience sees fit. It is important to note that not all functions and duties are contained within this definition, and the position itself will be ever changing and adaptive.

Nevertheless, specific roles and responsibilities allocated to the position include, but are not limited to the following:

- Operate in accordance to the Vision, Mission, and Guiding Principles, by-laws and policies of the Wilfrid Laurier University Students' Union and ensure that all administrative functions are compliant with such;
- Maintain compliance of all Health & Safety policies and procedures as outlined by the Students' Union and the Occupational Health and Safety Act (OHSA) of Ontario and Workplace Hazardous Materials Information Systems (WHMIS);
- Remain knowledgeable in organizational policies, procedures, risk management requirements, and legal requirements to ensure best practices;
- Remain knowledgeable in Students' Union and Clubs & Associations departmental policies and procedures, to ensure best practices;
- Maintain constructive relationships and demonstrate a high degree of interpersonal savvy within the Students' Union and Wilfrid Laurier University community;
- Any other duties as assigned by the Director, Student Experience;

Clubs & Associations

- Provide support to departmental initiatives and strategies;
- Approve and track posters for Clubs and Associations; ensuring adherence to Departmental and University poster policies;
- Serve as the liaison between Clubs and Associations Department and relevant university partners including, but not limited to, Student Affairs Office (poster approval), Examinations & Bookings Office, and Food Services (catering functions);
- Meet regularly with the Vice President: Clubs & Associations and Director, Student Experience;

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- Work in cooperation with and support of Clubs and Associations presidents, executives, and general members;

Events

- Aid in the event approval process as determined by the Director, Student Experience;
- Support student organizations in booking rooms and space on campus;
- Submit and monitor work requests, inclusive of media and technology and physical resources;
- Coordinate bus bookings for student organization events;
- Support student organizations with event issues;

Financial

- Collaborate with the Finance and Administration department regarding Clubs & Associations financial needs;
- Oversee the weekly expense reconciliation and reimbursement process for all Clubs and Associations ;
- Support all Clubs and Associations with account management and financial issues and/or concerns;
- Update the financial system (ACCPAC) regularly to reflect changes to The Nest;
- Monitor and ensure all Clubs and Associations adhere to the submitted and approved operating budgets; and
- Support the monthly and year-end reconciliation of Clubs and Associations' financial accounts.

WORKING CONDITIONS & TIME COMMITMENT:

- Fulltime position, with the expectation to work 40hrs a week from August 15th to June 30th annually;
- The traditional hours of operation for the Students' Union Waterloo office are 8:30am to 4:30pm, Monday to Friday, however due to the nature of the organization and this position it should be noted that hours may be irregular and outside of the traditional hours stated above;
- The Students' Union operates on all campuses of Wilfrid Laurier University where undergraduate students are enrolled – currently Waterloo and Brantford, Ontario – as such, employees are required to maintain duties on both campuses, as required; and
- Work will mainly be completed seated at a desk, using a computer.