

The Students' Association of Mount Royal University is a student-focused, non-profit organization where students discover themselves, build relationships, and make a difference in the world. SAMRU is currently seeking three energetic and committed professionals to complement our student services team.

Cultural Mosaic Centre Coordinator

The Cultural Mosaic Centre offers events and services to Mount Royal University students that promote and celebrate cultural diversity.

The Centre's Coordinator will be responsible for recruiting, training, supervising and motivating volunteers, some fundraising, organizing outreach activities, special events and promotions, and overseeing the day-to-day operations of the Centre. Additionally, s/he will be responsible for liaising with appropriate personnel from internal and external agencies and with new program development.

The successful candidate should possess:

- An appropriate degree (or equivalent experience);
- Certification and experience in volunteer management;
- Proven skills and commitment to understanding diversity work
- Budgeting and financial management experience;
- Program development experience and/or training
- Excellent project management and event planning skills;
- Very strong interpersonal and conflict management skills;
- Comprehensive computer experience, with MS Office and Outlook;
- An ability to work independently as well as with a team.

Clubs Coordinator

The Clubs Coordinator will be responsible for recruiting and assisting students in the development of new on-campus clubs, reviewing and recommending applications for registration, assisting club executives in the planning of their events, activities and fundraising in accordance with Students' Association policy as well as general support to student clubs. They will also be responsible for staffing and developing programming for a Clubs Centre.

The successful candidate should possess:

- an appropriate degree (or equivalent experience);
- experience or training in event planning and coordination;
- risk assessment and management skills and experience;
- experience or training in volunteer coordination;
- budgeting and financial management experience;
- excellent attention to detail;
- very strong interpersonal and conflict management skills;
- comprehensive computer experience, with MS Office and Outlook;
- an ability to work unsupervised in a frequently changing environment; and
- experience with student clubs would be an asset.

Student Advocacy Coordinator

The Student Advocacy Coordinator provides confidential academic and non-academic advocacy to individual students seeking support for alleged violations of the Student Code of Conduct by advising the student about the case, assisting the student in reviewing any written submissions, supporting the student through the process and attending the formal hearing(s) as the student's attendant if requested. The Student Advocacy Coordinator will also build a framework for assessing and recognizing SAMRU's volunteer experiences across departments. The selected candidate will need to work closely with various individuals within SAMRU and consult with members of the campus community to develop and implement the services offered.

The successful candidate should possess:

- A degree in a field related to the work such as Social Work with experience;
- Proven interpersonal skills and conflict management skills;
- High tolerance for complexity and ambiguity;
- Excellent judgement and ability to manage personal boundaries;
- Excellent oral and written communication skills;
- Discretion and the ability to maintain confidentiality;
- Program development experience and skills;
- Comprehensive computer experience, with MS Office and Outlook;
- An ability to work independently as well as with a team;
- High level of attention to details;
- Excellent organizational, time management, and multi-tasking skills; and
- Experience working with Students' Associations would be an asset.

SAMRU offers some exceptional and unique benefits for the successful candidates. The starting salary for these positions is **\$1604 semi-monthly** with annual increases linked to cost of living and performance. There are excellent health and dental benefits with 100% of the premiums covered by the organization. Matching RSP contributions are available after two years of employment ranging from 5% to 9% depending on seniority. SAMRU employees also enjoy a progressive 35 hour work week and a policy on flextime which allows employees to bank time during peak periods and "flex-off" during slow ones. Our annual holiday closure in December is one week and starting vacation entitlement is three weeks, increasing with seniority to a total of 25 days per year.

Candidates are invited to submit their resume by noon on July 20, 2011 to Jackie Fisher at hr@samru.ca . No telephone inquiries please. Only those candidates selected for an interview will be contacted.