



The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, representing collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition we offer numerous services and programs such as the universal bus pass, health and dental plan, and a Student Help and Advocacy Centre.

STUDENT RISK MANAGEMENT (SRM) COORDINATOR

Student Risk Management is an independent risk management and event insurance program used by Primary Student Organizations (CSA, College Government, & IHC) and two Special Status Groups (SSGs). The goals are to minimize risks associated with events through policy and education. The process is managed by a committee made up of policyholders and the Coordinator.

The SRM Coordinator is the primary administrator of the program. Duties include chairing and facilitating the committee, coordinating event approval and reviewing policy. In addition they are a resource person to student organizations and is responsible for training event organizers.

Student Risk Management (SRM) is an insurance policy held and monitored by students for all activities run by student groups.

Term	Summer 2017 - 15 Flexible Hours September 5 to December 15, 2017, 15 weeks Winter Break Hours – 5 Hours January 8 to April 20, 2018, 15 weeks 30 weeks total
Hours	12 hours per week, 380 hours total
Wage	\$4,891 (includes vacation pay)
Supervisor	SRM Committee
Executive Supervisor	Vice President Student Experience

TRAINING AND TRANSITION:

- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Policy & Transition Manager covering topics related to conflict resolution, anti-oppression/Inclusivity, CSA policy and bylaws, etc.,
- Required to receive 7 hours of one-on-one training, at minimum wage, to review the day to day interactions of the position and the micro tasks the role involves
- Required to provide 7 hours of one-on-one training to the new incoming SRM Coordinator prior to the end of this contract.
- Required to attend one of the last SRM meetings of the Winter 2017 semester
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager prior to the end of your contract
- Required to sit on the SRM Coordinator hiring committee as the staff member, unless directed otherwise by your Executive Supervisor
- Required meeting with the University of Guelph’s Leadership and Development Advisor to be trained on GryphLife and the SRM form
- Required to meet with the Risk and Insurance office of the University of Guelph and the previous SRM coordinator to review and understand the Student Risk Management Policy

JOB DESCRIPTION:

GENERAL RESPONSIBILITIES:

- Ensure the SRM Committee is operating in an inclusive manner
- Maintain approximately 6 regular office hours per week, note hours worked per week will vary throughout the year

- Maintain a bi-weekly activity log of hours and duties completed to be submitted to your Executive Supervisor, as requested
- Meet with your Executive Supervisor as requested
- Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events and fewer hours at other times throughout this contract

SRM MANAGEMENT & ADMINISTRATION:

- Primary responsibility will be to chair/facilitate the SRM Committee meetings.
- Enforces SRM policies and penalties
- Organizes SRM meeting times, dates, and locations.
- Arranges agendas for the meetings.
- Remains in communication with all SRM Policy Holders between meetings through email, and office hours
- Handles requests for information on new initiatives.
- Oversees and maintains the overall SRM process.
- Maintains the SRM Records Room and handles all relevant forms
- Is responsible for maintaining both forms of event submission online
- Maintain, upgrade and streamline SRM form on GryphLife
- Plan and implement a training session for the SRM representatives and alternates early in the fall semester and early in winter semester, which is to be completed in an online format that can be sent to all policy holders
- Work to ensure that Risk Management and the SRM Committee are continually promoted on campus
- Oversees last minute approval of student group events in accordance with the SRM Manual.
- Be a resource to the Orientation Team and Orientation Risk Management during the summer semester

The SRM Coordinator is a paid position that is hired annually in the winter semester. Although this person is on the CSA payroll, the position is independent from the CSA and is accountable to the SRM Committee, who can revoke the position in the event of contract violation.

Involvement within the executive/leadership structure of a student club or organization is not recommended while, at the same time, holding this position

QUALIFICATIONS:

- Experience with Student Risk Management Policy and Procedures
- Excellent communication skills and experience managing large amount of emails
- Excellent conflict resolution and problem solving skills
- Ability to work independently
- General knowledge of SRM and how it runs
- Arbitration and diplomacy skills
- Experience chairing meetings.
- Experience planning student-run events
- Strong understanding of, and commitment to anti-oppression
- Website Management experience is an asset

Deadline for applications is Wednesday, March 8, 2017 at 12:00 PM (noon)

Resumes and Cover letters should be submitted online through the CSA application process found at <http://www.csaonline.ca/jobs>

For a complete copy of the CSA Hiring Policy, visit <https://csaonline.ca/about/bylaws-policies>. The CSA hiring policy is found in Appendix D of the Policy Manual, Section 4.0.

The CSA is a committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.