



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.

POSTER RUNNER (S) – 2 POSITIONS

The CSA offers discounted Promotional Services to undergraduates, student organizations and University of Guelph groups. Services include the poster run service, large banner printing, and bookable kiosk space and button makers. Information about services can be found here <http://www.csaonline.ca/promotional-services/>.

The two Poster Runner positions are essential to the provision of the poster run component of the CSA's Promotional Services. These staff members are responsible for poster on designated bulletin boards and bookable banner/kiosk space on campus during the Fall and Winter semesters. They work closely with the Promotional Services and Graphic Designer to ensure that clients of the poster run service have their posters on display in order to promote their initiatives.

Term	September 4 to December 14, 2018 January 7 to April 19, 2019 Two (2) runs a week during classes and possible runs during exam weeks
Hours	Total hours vary (average of 10 hours every two weeks)
Wages	\$15.35 per hour
Immediate Supervisor	Promotional Services & Graphic Designer

TRAINING AND TRANSITION:

- Required to attend the full day CSA Transition Training Day for all incoming and outgoing staff members on Saturday, April 7
- 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, Health and Safety, etc.
- Required to receive up to 3 hours one on one training at minimum wage from the outgoing Poster Runner
- Required to provide up to 3 hours of one on one training to the new incoming Poster Runner
- 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 Poster Runner hiring committee as the staff member, unless directed otherwise by your immediate supervisor

JOB DESCRIPTION:

- Responsible for putting up posters and banners solicited by the CSA poster run service at all designated CSA boards, and kiosks around campus
- Responsible for removing all expired/out of date CSA posters and banners at all designated CSA boards, and kiosks
- Be available for extra poster runs in between regularly scheduled ones as needed by the Supervisor
- To sort and organize button maker supplies at the request of the Front Office Manager
- To be available to clean & remove old staples on boards, Kiosks & UC Banner scaffolding as required by the Supervisor

QUALIFICATIONS:

- General knowledge of the CSA and how it runs
- Ability to be mobile around campus while carrying a shoulder bag of posters
- Understanding of, and commitment to campus Advertising and Residence policies
- Ability to work independently

- Strong understanding of, and commitment to inclusivity
 - Available for at least two hours during CSA business hours on Mondays and Thursdays
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Deadline for applications is Friday, February 16, 2018 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 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.

The Central Student Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To arrange accommodations please contact csamain@uoguelph.ca.