The Central Student Association (CSA) is the undergraduate student union 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 Bullring, universal bus pass, health and dental plan, Bike Centre, Clubs, Student FoodBank, SafeWalk, Student Help and Advocacy Centre, printing and promotional services.

CLUBS COORDINATOR

The CSA sponsors over 150 clubs through the accreditation process each year. There is a huge variety of clubs, all of which are constantly encouraging new members. The clubs’ mandates range from cultural, religious, political, and just plain fun; there is something for everyone! Clubs can be started by any undergraduate student and can receive funding via membership fees, CSA’s PDR (funding) process or by initiating a referendum question. Information about clubs can be found at http://www.csaonline.ca/clubs/.

The Clubs Coordinator is a primary contact and resource person to CSA clubs, CSA Executives, and CSA Staff regarding CSA Club matters and accreditation. Duties include coordinating the accreditation process, organizing Clubs General Meetings (1 per semester), acting as a resource for CSA Clubs, and upholding Club policies. As a staff member, the Clubs Coordinator must uphold and support the CSA’s Mandate and Approach and work towards the overall success of the CSA and the Team as we serve our members.

| Term                      | November 1 to December 15, 2023, 7 weeks  
|                          | January 8 to April 19, 2024, 15 weeks  
|                          | Total of 22 Weeks |
| Hours                    | 12.5 hours per week, 425 hours total  
|                          | Hours to be completed on-site except where off-site work is required, average hours can vary based on programming and time of the year, especially during Club Accreditation and Club Days |
| Wages                    | $4,827 (includes vacation pay) |
| Executive Supervisor     | Vice President Student Experience |

TRAINING AND TRANSITION:

- Required to complete the following online training modules:
  - Workplace Health & Safety
  - Anti-Oppression
  - Accessible Service Provision
  - Sexual and Gender Based Violence Awareness
- Required to attend the following in-person training modules:
  - CSA Staff Orientation
  - CSA Positive Workplace: CSA Norms, Conflict Resolution, and HR Support Team
  - Workplace Respect: Workplace Violence & Harassment
  - CSA Positive Workplace
- Required to receive SE&RM training from the SE&RM Coordinator with the Club Events Coordinator

Required to receive up to 15 hours of training from the CSA Events Coordinator and/or President prior to November 8, 2023
• Required to update the Clubs Operating Manual throughout the term of employment, together with the Clubs Event Coordinator, and electronically submit the updated manual to the Office Manager and the Policy & Transition Coordinator prior to the end of the contract term
• May be required to sit on the Clubs Coordinator and/or the Clubs Event Coordinator hiring committee as directed by the VP Student Experience and/or President
• Required to provide up to 15 hours of one-on-one training to the new incoming Clubs Coordinator prior to the term ending date

JOB DESCRIPTION:

GENERAL RESPONSIBILITIES:
• Ensure the Clubs Office operates in an inclusive manner
• Work contract hours on-site between the hours of 9:00 am and 6:00 pm, Monday through Friday, unless pre-approved
• Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events such as Clubs Days or the accreditation period and fewer hours at other times throughout this contract
• Maintain a digital time log (stored on the CSA Shared Drive) to be available for review by your supervisor and the Business Manager on a biweekly basis (Friday of a pay week)
• Work in conjunction and collaboration with the Clubs Event Coordinator
• Organize bi-weekly touch-base meetings with the Clubs Event Coordinator
• Meet with your Executive Supervisor as requested
• Attend CSA All-staff meetings (approximately 3 meetings per Fall and Winter semester)
• In collaboration with the Clubs Event Coordinator:
  • prepare an overview and service update report for presentation to the Board of Directors as coordinated by the Policy & Transition Coordinator
  • prepare a service report for and participate in the CSA’s General Members Meeting (GMM) held annually in March
• Ensure the Clubs section on the CSA website is regularly updated and kept current by providing timely information to the CSA Promotions office

CLUBS DAYS (Third Tuesday and Wednesday of the Fall and Winter semester)
• Assist the Clubs Event Coordinator when needed in planning for the winter CSA Club Days held in January
• Attend Club Days to trouble shoot any issues, and inform Clubs in attendance about the CSA Clubs General Meeting

CLUBS GENERAL MEETING (first month of each semester):
• Be the primary organizer of the winter Clubs General Meetings (one per semester)
• Work with the CSA Graphic Designer to create promotional materials for the Clubs General Meeting
• Promote Clubs General Meeting at least one week before the meeting via various avenues (e.g., Club listserv, social media)
• Coordinate the inclusivity/anti-oppression training at winter general meeting with the President
• Present updated material outlining accreditation and CSA policies related to clubs (refer to Transition Manual)
• Place food and beverage order in a timely fashion in consultation with the Business Manager

CSA CLUBS ACCREDITATION (Beginning of each semester)
• Coordinate the SOP accreditation process for CSA clubs/ASOs
• Seek and develop opportunities for new clubs and club amalgamation, as needed
• Meet with new Clubs to inform them about the accreditation process and GryphLife page
• Review and process the accreditation files ensuring all proper documentation is completed for all clubs
• Ensure all club documents are filed in the appropriate G:drive club folder
• Call the Clubs Conduct Tribunal by the end of the second month of each semester to review all CSA Clubs’ accreditation documentation
• In Excel, compile the final accreditation list and upload to the Clubs G:drive within three weeks of the accreditation deadline
• Notify the CSA Bookkeeper, Business Manager, Office Manager, Graphic Designer and VP Student Experience when the file is uploaded and available
• Distribute the final accreditation listing to UC Reservations and GryphLife within three weeks of the deadline

**CLUB RESOURCE AND MANAGEMENT:**

• Provide support and act as a resource as needed or requested to individual clubs
• Monitor problems and issues related to CSA clubs and if necessary, report findings or recommendations to the VP Student Experience or Clubs Conduct Tribunal
• Maintain records of club activity including financial information and disciplinary action
• Act as the primary liaison with campus departments and representatives where the interests of the CSA clubs are concerned
• Recommend new policies to the Executive Supervisor to be brought to the Policy & Bylaw Review Committee to ensure that the CSA club system functions smoothly
• Perform a yearly review of operating procedures, including updating and adding to the “Clubs Handbook”
• Work with the clubs using the Garage room to coordinate the hours the Garage is open

**QUALIFICATIONS:**

• Strong organization and time management skills
• Excellent communication skills (in person, electronic, public speaking)
• Ability to work independently and within a team environment
• Conflict resolution/arbitration skills
• Proficient in various Microsoft programs (Excel, PowerPoint, Word)
• General knowledge of the CSA and how it runs
• Knowledge of CSA Clubs spaces, accreditation, and general operations
• Strong understanding of and commitment to inclusivity
• Experience with CSA Clubs an asset
• Familiarity with the Student Organization Policy process is considered an asset

**Deadline for applications is:** Friday, October 20, 2023, at 4:00 PM

Resumes and Cover letters should be submitted online through the CSA application process found at [http://www.csaonline.ca/jobs](http://www.csaonline.ca/jobs)

For a complete copy of the CSA Hiring Policy, visit [https://csaonline.ca/about/bylaws-policies](https://csaonline.ca/about/bylaws-policies). The CSA hiring policy is found in Appendix C 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.

New hires who require an Accommodation Plan must request a meeting with either the Business Manager or the Office Manager (CSA HR Support Team) prior to the hire date specified in the employment contract. This meeting will be confidential and specific to the individual’s needs.