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 ADMINISTRATIVE COORDINATOR

The CSA sponsors over 100 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 process or by initiating a referendum question. Information about clubs can be found at http://www.csaonline.ca/clubs/.

The Clubs Administrative 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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Summer 2021 – 25 Flex Hours</th>
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<tbody>
<tr>
<td></td>
<td>September 7 to December 17, 2021, 15 weeks</td>
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<td>January 10 to April 22, 2022, 15 weeks</td>
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<td></td>
<td>Total of 30 Weeks</td>
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<tr>
<td>Hours</td>
<td>10 hours per week, 325 hours total</td>
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<td>(average hours vary from week to week, especially during peak periods)</td>
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<tr>
<td>Wages</td>
<td>$5,408 (includes vacation pay)</td>
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<tr>
<td>Executive Supervisor</td>
<td>Vice President Student Experience</td>
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</tbody>
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TRAINING AND TRANSITION:

- Required to complete the following online training modules:
  - CSA Staff Orientation (1 hr)
  - Workplace Health & Safety (2.5 hrs)
  - Anti-Oppression (1 hr)
  - Workplace Violence & Harassment (1.5)
  - Accessible Service Provision (1 hr)
- Required to receive SE&RM training from the SE&RM Coordinator with the Clubs Programming Coordinator
- Required to receive up to 15 hours of training from the outgoing Club Administrative Coordinator prior to September 2021
- Required to update the Clubs Operating Manual throughout the term of employment, together with the Club Programming Coordinator, and electronically submit the updated manual to the Office Manager and the Policy & Transition Manager prior to the end of the contract term
- May be required to sit on the Clubs Administrative Coordinator hiring committee as directed by the VP Student Experience
- Required to provide up to 15 hours of one-on-one training to the new incoming Clubs Administrative Coordinator before September 2022

JOB DESCRIPTION:

- Ensure the Clubs Office operates in an inclusive manner
- Hold at least six (6) office hours and three (3) administrative hours per week, on-site when circumstances permit
• Maintain a digital time log (stored on your G:drive) to be available for review by your supervisor and the Business Manager on a biweekly basis (Friday of a pay week)
• 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
• Work in conjunction and collaboration with the Clubs Programming Coordinator
• Organize bi-weekly touch-base meetings with the Clubs Programming Coordinator
• Meet with your Executive Supervisor as requested
• Seek and develop opportunities for new clubs and club amalgamation, as needed
• Act as the primary liaison with campus departments and representatives where the interests of the CSA clubs are concerned
• When requested by the Policy & Transition Manager, prepare and present a Clubs Service Report to the Board of Directors and/or submit a written report for inclusion in the CSA Annual General Meeting package
• Ensure the Clubs section of the CSA website is regularly updated and kept current by providing timely information to the CSA Promotions office

SUMMER DUTIES: 25 FLEX HOURS
• Complete all online training modules (approximately 7 hours total)
• Monitor emails and reply in a timely manner to questions and concerns from clubs during lead up to September
• Familiarize yourself with relevant CSA Bylaws and Policies, especially Appendix G – Clubs Handbook
• To begin regular communication with clubs, and introduce them to deadlines, information and opportunities in September
• Coordinate the SOP accreditation process for CSA Clubs/ASOs, with the Clubs Programming Coordinator and LEAD Office by planning due dates and organizing required materials – early Fall
• Schedule and plan the Clubs General Meeting for the first month of each semester
• Participate in a virtual meeting with the VP Student Experience and Clubs Programming Coordinator to review operational roles and responsibilities in readiness for Clubs Days and the first General Meeting

CLUBS DAYS (Second Thursday and Friday of the Fall and Winter semester)
• Assist the Clubs Programming Coordinator when needed in planning for CSA Club Days at the beginning of each semester
• 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 two 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 each of the two general meetings with the CSA Office Manager
• Present updated material outlining accreditation and CSA policies related to clubs (refer to Transition Manual)
• When in-person general meetings resume, 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 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
• 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”

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, February 26, 2021 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 C 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.

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.