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 Bullring, universal bus pass, health and dental plan, Bike Centre, Clubs, Student FoodBank, SafeWalk, Student Help and Advocacy Centre, printing and promotional services.

POSTER RUNNER

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/printing-and-promo.

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 postering 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.

<table>
<thead>
<tr>
<th>Term</th>
<th>January 12 to April 29, 2022</th>
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<tbody>
<tr>
<td>Hours</td>
<td>Total hours vary (average of 10 hours every two weeks)</td>
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<tr>
<td>Wages</td>
<td>$16.00 per hour + 4% vacation pay</td>
</tr>
<tr>
<td>Immediate Supervisor</td>
<td>Promotional Services &amp; Graphic Designer</td>
</tr>
<tr>
<td>Executive Supervisor</td>
<td>CSA President</td>
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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 hr)
  - Accessible Service Provision (1 hr)
  - Covid Infection, Prevention and Control Awareness (.5)
  - Ladder Safety (.5 hr)

- Receive one-on-one training from the outgoing poster runner and/or the Promotion Services and Graphic Designer and be provided with a detailed map of all CSA managed promotional spaces

JOB DESCRIPTION:

- Must be available on Mondays and Thursdays for the regularly scheduled poster runs
- Coordinate specific timing of poster runs and kiosk & banner hanger updates with the second poster runner
- Be available for extra poster runs in between regularly scheduled ones as needed by the Supervisor
- Responsible for putting up posters and banners on CSA designated boards around campus, CSA kiosks, and the CSA banner hanger located in the UC.
• Responsible for removing all expired/out of date material
• Responsible for cleaning and removing old staples
• Responsible for reporting any inappropriate materials, vandalism, or other issues with the CSA promo assets (boards, kiosks, banner space) to the Promotional Services & Graphic Designer
• Submit bi-weekly time sheets to the Graphic Designer and the Business Office

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

Deadline for applications is Thursday, November 25, 2021, at 12 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.