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 EVENTS & RISK MANAGEMENT (SE&RM) COORDINATOR**

Student Events & Risk Management is the independent event and risk management program connected to the insurance policies used by all Recognized Student Organizations at the University of Guelph who do not hold their own independent event insurance policy. The goal of the program is to minimize risks associated with events through policy, process, and education. The process is managed by a committee made up of policyholders and the Coordinator and overseen by two staff supervisors; one in the CSA and one in Student Experience.

The SE&RM Coordinator is the primary administrator of the program. Duties include participating in the SE&RM Committee, coordinating event approval and reviewing policy, acting as a resource person to student organizations, and being available to educate student organizations on SE&RM procedures, policies, and protocols.

**Student Events & Risk Management (SE&RM) is a process monitored by student representatives and applied for all activities run by Recognized Student Organizations at the University of Guelph.**

| Term               | September 7 to December 18, 2020, 15 weeks  
|                   | January 11 to April 23, 2021, 15 weeks  
|                   | 30 weeks total |
| Hours             | 10 hours per week, reducing to 5 hours per week during exam periods  
|                   | No hours scheduled during W’21 Reading week  
|                   | 270 hours total |
| Wage              | $4,320 (includes vacation pay) |
| Supervisors       | CSA’s Vice President Student Experience, and Student Experience’s Coordinator, Student Leadership |

**TRAINING AND TRANSITION:**

- Required to attend the full day CSA Transition Training Day for all incoming and outgoing staff members on **Saturday, March 28, 2020**
- Required to attend other training sessions/workshops scheduled by the Supervisors, covering topics related to conflict resolution, anti-oppression/inclusivity, CSA policy and bylaws, University policies and procedures, Health and Safety, and additional training as identified by the Supervisors
- Required to receive a minimum of 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 a minimum of 7 hours of one-on-one training to the incoming SE&RM Coordinator prior to the end of this contract
- Required to attend every SE&RM Committee meeting
- Required to create / update the position’s Transition & Operating Manual to be submitted to the CSA Office Manager and Supervisors at the end of the contract
- Required meeting with the Supervisors to be trained on GryphLife and SE&RM forms, processes, policies, and procedures
- Required to sit on the SE&RM Coordinator hiring committee as the staff member, unless directed otherwise by Supervisors
- Required to meet with the Insurance office of the University of Guelph and the previous SE&RM coordinator to review and understand the Student Events & Risk Management Policy
JOB DESCRIPTION:

GENERAL RESPONSIBILITIES:
• Ensure the SE&RM Committee is operating in an inclusive manner and meets regularly
• Maintain approximately 6 regular office hours per week, note hours worked per week will vary throughout the year
• 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)
• Meet with Supervisors 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
• Conducting SE&RM trainings for Recognized Student Organizations

SE&RM MANAGEMENT & ADMINISTRATION:
• Oversee, implement, and maintain the overall SE&RM process, policies, and penalties in collaboration with members of the SE&RM Committee and on behalf of the Central Student Association and the Student Experience Department
• Responsible for creating the Committee’s bi-weekly agenda
• Remain in communication with all SE&RM participants between meetings through email, phone, and office hours
• Handle requests for information on new initiatives
• Maintain, upgrade, and streamline SE&RM form on GryphLife as needed
• Plan and implement a training session for the SE&RM representatives and alternates early on in each semester, which is to be completed in person or an online format that can be accessible to all policy holders
• Develop training documents on Risk Management for large scale training sessions (e.g., Clubs General Meeting, LAUNCH) as well as smaller meetings with student organizations who request training on SE&RM
• Oversees last minute approval of student group events in accordance with the SE&RM Policy

The SE&RM Coordinator is a paid position that is hired annually in the Winter semester, but the contract will begin the following Fall Semester. This person is on the CSA payroll. The incumbent is accountable to the SE&RM Committee, as well as the Central Student Association and the University of Guelph.

Involvement within the executive or leadership structure of a student club or organization is not recommended while holding this position because it is a conflict of interest. Prioritization and good time-management skills are required to respond to the emerging needs of the SE&RM process and issues as needed.

QUALIFICATIONS:
• Experience with / knowledge of Student Events & Risk Management Policy, Protocols, and Procedures and how it is implemented
• Excellent communication skills and experience managing large amount of emails
• Excellent conflict resolution and problem-solving skills
• Ability to work independently with minimal direct supervision
• Experience facilitating meetings
• Experience planning student-run events and utilizing GryphLife is an asset
• Strong understanding of, and commitment to, anti-oppression / inclusivity
• Knowledge of various University of Guelph policies is an asset

Deadline for applications is Wednesday, February 26, 2020 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 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.