

	<b>Acadia Students' Union Job Description</b>	
	<b>Section: GV-2018-05</b>	<b>Pages: 2</b>
<b>Position: Acadia Mental Health Initiative Coordinator</b>		
<b>Location: SUB 504 Department: Student Life</b>	<b>Reports to: Vice President Student Life</b>	<b>Coverage: Incoming Coordinators</b>

## 1.0 Acadia Mental Health Initiative

The Acadia Mental Health Initiative seeks to promote mental wellness on campus through a combination of peer support and advocacy. It offers support to individual students struggling with their mental health, and promotes equity and inclusion on campus as a whole through programming and advocacy.

## 2.0 Coordinator Position Overview

The Acadia Mental Health Initiative Coordinator's role is to help oversee and plan events, contribute to the partnership of the Peer Support Centre's connected Internal Organizations, to administer support and hold relationships with the various student services around campus, and more. This is all illustrated through the work of advocacy, awareness and understanding.

## 3.0 Key Position Requirements

*The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.*

- i. Shall attend all scheduled meetings with the ASU Vice President Student Life;
- ii. Shall hold a minimum of three (3) office hours per week;
- iii. Shall enforce the organization's constitution;
- iv. Shall be the primary officer responsible for recruiting new members;
- v. Shall organize and facilitate regular meetings of the organization;

- vi. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
- vii. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office; and
- viii. Shall present a monthly report to the ASU Vice President Student Life.

#### **4.0 Events and Activities**

The Acadia Mental Health Initiative is a very active Internal Organization as it hosts two week-long events each semester, as well as multiple one-time events in between. For example, it is at the Acadia Mental Health Initiative that plans and executes “Chill Week” and Mental Health Week each year, as well as many other smaller events such as movie nights, make your own tea nights, and more.

#### **5.0 Miscellaneous**

The Acadia Mental Health Initiative has an active presence on social media, and carries out collaborative projects with several student organizations and groups on campus. There is also a Peer Support Network – of which the Acadia Mental Health Initiative is involved – as well as other committees and areas where this organization participates.

#### **6.0 Statement of (Minimum) Qualifications**

##### Education

- Must be a full-time or part-time student enrolled in studies at Acadia University during the 2018/2019 academic year;

##### Skills

- Strong organizational, time management, and communication skills;
- Demonstrated ability to respond creatively and actively under pressure;
- Programming and event planning skills;
- Experience in project planning and collaborative activities;
- Experience both working as part of an effective team and independently

#### **7.0 Attachments**

None