

	Acadia Students' Union Job Description	
	Section: GV-2018-09	Pages: 3
Position: Centre for Global Education (CGE) Coordinator		
Location: Old SUB 626 Department: Student Life	Reports to: Vice President Student Life	Coverage: Incoming Coordinators

1.0 Centre for Global Education (CGE)

Established in 2009, the Centre for Global Education (CGE) seeks to facilitate and promote dialogue between the various cultures at Acadia through hosting cultural events and activities. These dialogues seek to increase inclusiveness and awareness of the different cultural identities and backgrounds that are visible at Acadia and in the broader Wolfville community.

2.0 Coordinator Position Overview

Through their active partnership with multiple student organizations on campus and the Wong International Centre, the Centre for Global Education (CGE) Coordinator works to maximize student engagement and inclusivity through event planning, advocacy, communication and more. The Centre for Global Education (CGE) is run frequently in collaboration with the World University Service of Canada (WUSC) specifically, and helps during the International Welcome Week.

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 sit on the Campus Representation Committee;

- vi. Shall organize and facilitate regular meetings of the organization;
- vii. Shall act as an International Ambassador during international student orientation in both September and January, hosting one event per orientation;
- viii. Shall organize and host at least two (2) events during the fall semester aimed at integrating Canadian and international students, with one event being held before October 31st and one before December 31st;
- ix. Shall organize and host at least two (2) events during the winter semester aimed at integrating Canadian and international students, with one event being held before March 1st and one being the International Banquet;
- x. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
- xi. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office;
- xii. Shall present a monthly report to the ASU Vice President Student Life;
- xiii. Shall oversee and assist officers in the performance of their duties.

4.0 Events and Activities

With lots of collaboration, the Centre for Global Education (CGE) has put on several events including the Olympic Night, Learn to Curl night, community meals, bake sales and more.

5.0 Miscellaneous

The Centre for Global Education (CGE) is active through social media, and promotes and plans events to engage students.

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