



The Acadia Students' Union invites applications for various
Internal Organization Coordinators

Posting Date: February 15th, 2018

Job Type: Internal Organization

Work Location: Students' Union Building
30 Highland Ave, Wolfville, NS, B4P 2R5

Reports to: Vice President Student Life

Salary: Eligible for honorarium of \$750 upon successful term

Term: May 1st, 2018 to April 30th, 2019

Summary: Internal Organizations (IOs) are created by the Acadia Students' Union to provide information and services to Acadia students on an ongoing basis. Each Internal Organization is run by a hired Coordinator who works to ensure that services and events are planned that benefit the student body within the confines of the IO's Constitution. Please refer to the specific job descriptions for each individual Internal Organization to learn more about the position.

Coordinator Positions Currently Available:

- [Axe Radio](#)
- [Centre for Global Education \(CGE\)](#)
- [Acadia Mental Health Initiative \(AMHI\)](#)
- [Axe Yearbook](#)
- [Community Outreach Acadia \(COA\)](#)
- [Acadia Pride](#)
- [Acadia Women's Centre](#)

Training: Conducted in late August 2018 prior to the commencement of the Fall Academic Term

Level of Commitment: A minimum of three (3) hours of office hours per week during the academic year (September to April), as well as planning various events/activities each month.

Qualifications: Strong organizational, time management, and communication skills; ability to respond creatively and actively to pressure; programming skills; experience in project planning and collaborative activities; teamwork experience.

If you require a disability-related accommodation to participate in the recruitment process, please email Oliver Jacob, Chairperson, at asu.chairperson@acadiu.ca.

Interested candidates are invited to submit an application (resume and cover letter) in confidence by **4:00 PM (local time) on Thursday, March 1st, 2018**, quoting the title of the position for which you would like to apply (i.e. "Acadia Pride Coordinator"), and with attention to Emily Murray, VP Student Life, by:

In Person: Union Market in the Students' Union Building (SUB)

Mail: Acadia Students' Union
ASU Box No. 6002
Wolfville, NS B4P 2R5

Email: emilymurray@acadiu.ca

Facsimile: 902-542-3901

All applicants are thanked for their interest. Only candidates selected for an interview will be contacted. Information collected throughout the hiring process will be used in accordance with Operating Procedure No. One (Internal Organizations), By-Law Five (Students' Representative Council Policies) and the Procedural Policy for the purpose of candidate selection. The Union is committed to maintaining an equitable work environment and welcomes submissions from all qualified applicants. **The Union reserves the right not to fill this position or to fill it in a different capacity than advertised.**