



# COLLEGE OF NEW CALEDONIA STUDENTS' UNION



## EMPLOYMENT OPPORTUNITY

### Executive Director

College of New Caledonia Students' Union, Local 13 - Canadian Federation of Students

**All resumes and cover letters must be in by no later than April 14, 2010.**

The College of New Caledonia Students' Union seeks an Executive Director based at the Prince George Campus office, to assist the Executive Committee with the coordination of the Students' Union's work, in a dynamic and collaborative environment.

**Duration:** Permanent full-time position; start date: May 10, 2010

**Salary:** Commensurate with experience

**Responsibilities:** The Executive Director shall provide advice and assistance to the Executive Committee in the execution of the operations, functions and campaigns of the Students' Union.

#### **Specific duties will include:**

- Assisting and supporting members of the Executive Committee in the execution of their duties
- Providing analysis and strategic recommendation to the Executive Committee regarding the development of the Student Union's policies, constitution, bylaws, procedures, and other regulations as required
- Assisting the Executive Committee in short and long term organizational and financial planning and development
- Maintaining the financial records of the organization
- Maintaining an up to date knowledge of relevant government legislation and ministry(s) policies
- Advocating on behalf of students at the campus, regional, provincial and federal levels
- Supporting the development of initiatives for the betterment of students collaboratively with the Executive Committee and the College (e.g. Student and Cultural Center, improvement of College policies pertaining to students)

#### **Qualifications:**

- Demonstrated understanding of the post-secondary education system, student issues and the student movement
- Proficient in appropriate technological resources including the following computer areas: Word processing, Spreadsheet and database construction and application (Excel and Access), Accounting software (Simply), E-mail, Internet, and Web-based research
- Excellent interpersonal skills
- Proven ability to gather, analyze, integrate and summarize varied material, and to provide accurate, complete and current information on short notice
- Demonstrated critical thinking and analytical/feedback skills
- Proficient in financial management and accounting
- Excellent oral and written communication skills, including the ability to produce information and data summaries such as minutes
- Ability to work with discretion, diplomacy and judgement, on behalf of the Students' Union and its members
- Proven ability to maintain positive working relationships
- Ability to maintain confidentiality
- Ability to work positively in a busy, demanding environment

#### **Please submit resumes to:**

By Mail:

Hiring Committee

C/O CNC Students' Union

1-303 3330 22<sup>nd</sup> Ave.

Prince George, BC, V2M 1P8

By Email:

hiring@cncsu.ca

(PDF or Word format)

By Fax:

250-562-4709

**Please no in person applications**

**We thank all candidates for their interest; but only those selected for an interview will be contacted.**

Room 1-303, 3330 22<sup>nd</sup> Avenue, Prince George, BC, V2N 1P8

Tel: (250) 562-7415 Fax: (250) 562-4709 Email: info@cncsu.ca Web: www.cncsu.ca