



## **Director of Societies and Engagement**

### **Employment Opportunity**

The Saint Mary's University Students' Association (SMUSA) is a not-for-profit organization that provides services, support, advocacy, and representation to the students of Saint Mary's University. Our vision is to ensure the highest quality of life for Saint Mary's students.

As Director of Societies and Engagement, you will play a key role in engaging with 50+ societies to ensure that they have sufficient support. You will be responsible for planning and executing Fall and Winter Welcome Weeks alongside the Events Director. Further, you will develop a relationship with the Residence Department and Residence Assistants in order to collaborate on engagement opportunities. The mandate of the Societies Director includes facilitating society workshops and approving society events and applications throughout the year. The Societies Director will strive to build connections with all society members in order to support society activities. In terms of campus involvement, you will be responsible for sharing the work of societies and supporting the planning of large society events.

### **Position Responsibilities**

- Coordinate, plan, and execute Fall and Winter Welcome Weeks alongside the SMUSA Director of Events.
- Oversee and support all student societies on campus.
- Facilitate society workshops and feedback sessions, ensuring that society members have opportunities to give feedback.
- Acknowledge and celebrate student societies and their events/involvement.
- Support societies in planning large events or galas.
- Manage society ratification and event requests throughout the year.
- Record, maintain, and validate student volunteer hours for Co-Curricular Records.
- Represent students on various university committees related to event planning and student experience.
- Ensure that societies plan and execute equitable and inclusive events and practices.
- Work closely with the Director of Marketing and Communications to advertise society-related events and initiatives.
- Attend and represent SMUSA at various university and community events.
- Any other duties relevant to the position as assigned by the President.

## Requirements and Skills

- Candidates must be a registered Saint Mary's student for the 2021-2022 academic year.
- Passionate about student issues and working closely with students.
- Engaged, outgoing, self-motivated, and driven individual.
- Strong interpersonal communications skills.
- Experience with student societies, as an executive or as a general member.
- Understanding of campus stakeholders, including university administration, faculty, and other staff.
- Relevant on-campus experience including, but not limited to: Residence Life, Welcome Weeks, Societies, Athletic Clubs/Teams, etc.
- Experience managing a team of employees/volunteers.

## What We Offer

- Leadership development opportunities.
  - Flexible work arrangements based on course schedule.
  - Learning and skill development opportunities.
  - U-Pass and Health and Dental Plan.
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**Position Term:** May 1st, 2021 - April 30th, 2022

**Deadline for Application:** March 31st, 2021

If this sounds like something that interests you, we'd love to talk to you! **Please submit your resume and cover letter via email to [karla.hodge@smu.ca](mailto:karla.hodge@smu.ca) with the subject line "SMUSA Societies Director" no later than 11:59 PM on March 31, 2021.** Applications must include a one-page cover letter accompanied by a resume and contact information of the applicant including two (2) references. Any questions regarding this job posting may be addressed to Karla Hodge via email. We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted.

The Saint Mary's University Students' Association welcomes the contributions of individuals from traditionally marginalized communities, as outlined under the prohibited grounds for discrimination in the Nova Scotia Human Rights Act, bring to our organization. These include racialized people; Indigenous people, womxn, lesbian, bisexual, gay, transgender, and queer people, and people with disabilities. We encourage all applicants to self-identify in their application if they are a member of a marginalized community.