

Position: Activities & Communications Co-ordinator

Employer: Graduate Students' Association, University of Guelph

Term: July 1, 2018 – June 30, 2019

Hours / week: 8, on average

Rate of pay: \$515 / month honorarium

Apply to gsa@uoguelph.ca (and Cc the GSA Office Manager, Erin Angus: eangus@uoguelph.ca) with a cover letter and résumé/CV by Monday, June 18, 2018.

Description:

The Activities & Communications Co-ordinator (ACC) reports directly to the Manager of *The Fifth: Graduate Students' Association (GSA) Rooftop Patio and Lounge*. The specific responsibilities of the ACC include:

- Plan and prepare for all GSA social and professional development events at least one semester in advance*. Traditionally, the GSA aims to host:
 - One event per weekday of Orientation Week. Traditionally, these events have been social in nature, but the theme of each event is at the discretion of the ACC, with advice/guidance from the Manager of *The Fifth* and the Grad Lounge Sustainability Committee, as well as the GSA Executive Committee and Office Manager when consulted/needed.
 - Two events per month: one social and one professional development event. The theme of each event is at the discretion of the ACC, with advice/guidance from the Manager of *The Fifth* and the Grad Lounge Sustainability Committee, as well as the GSA Executive Committee and Office Manager when consulted/needed.
- * *Note: A record of all 2016 - 2018 events is available, and successful past events may be repeated.*
- During July and August 2018, host pick-up soccer on campus on Mondays from 6:00 – 7:00 PM.
- Schedule a Trivia Co-ordinator for Trivia Thursdays. The Trivia Co-ordinator (not the ACC) will be responsible for Trivia set-up, execution, and clean-up. The ACC must assume the Trivia Co-ordinator role when needed, and will be compensated accordingly.
- Design event posters including all necessary information (i.e. event name, location, time, etc.) as well as the GSA and *The Fifth* logos.
- Strategically promote each event to optimize event attendance, starting at least one month in advance. Events must be promoted via the GSA website and newsletter, social media, and printed posters. Specifically:
 - GSA website: email a .docx and .pdf version of the poster to gsa@uoguelph.ca and Cc the GSA Office Manager.

- GSA newsletter: email a .docx and .pdf version of the poster to gsa@uoguelph.ca and Cc the GSA Office Manager by the 1st of each month to be included in that month's newsletter.
- Social media: post at least two weeks and one week in advance, as well as the day of the event to: the GSA's Facebook and Twitter accounts, and *The Fifth's* Facebook and Instagram accounts.
- Printed posters:
 - Email a .pdf version of the poster to print@clicksigns.ca three – four days in advance of when needed, then pick them up from Click Signs in the University Centre (Level 1) when ready.
 - Distribute posters to the GSA General Directors at the monthly GSA Board meeting to allow them to post in their own departments.
 - Post posters in departments without GSA representation.
- Set-up, execute, and clean-up after each event, except with explicit prior approval from the Manager of *The Fifth*. In addition:
 - Co-ordinate volunteers from the GSA Board of Directors and/or Executive Committee to help set-up, execute, and clean-up after each event.
 - Socialize with event attendees to promote the GSA, *The Fifth*, and future events.
- Assist the Associate Dean of Graduate Studies and the GSA Office Manager in organizing the pizza lunch during the Fall Graduate Student Orientation Day (Tuesday, September 5, 2018).
- Attend the Fall Graduate Student Orientation Day (Tuesday, September 5, 2018) to welcome incoming graduate students on behalf of the GSA and to promote upcoming GSA events (particularly those during Orientation week).
- Maintain the ACC email account: gsaact@uoguelph.ca, and respond to emails within one business day.
- Maintain regular communication with the Manager of *The Fifth*, including bi-weekly meetings on Wednesdays at 3:00 PM in the GSA Boardroom (UC 529).
- Attend and contribute to other regular meetings, including the:
 - Monthly Grad Lounge Sustainability Committee meetings. Specifically, present an overview of event ideas/plans to the Grad Lounge Sustainability Committee at least one semester in advance to collect feedback.
 - Monthly GSA Board of Directors meetings. Specifically, prepare a brief report for the GSA General Directors and Members, to be included in the meeting materials. Reports must be emailed to gsa@uoguelph.ca and Cc the GSA Office Manger at least seven days in advance of the meeting.
- Attend and contribute to GSA Executive Committee meetings as needed.
- Maintain and strive to increase followers on *The Fifth's* Facebook and Instagram accounts by posting in each account at least twice per week, and by commenting/replying to posts as needed. All posted content (including comments and replies) must be relevant and appropriate, with the aim of promoting *The Fifth* (e.g. info, events, food/drink specials, etc.) and the GSA (when relevant) while maintaining professionalism. Further, all posted content

must be consistent with the GSA Mission Statement and Human Rights Statement, as per the GSA by-laws sections 2.1 and 2.2.

- If applicable, apply to the Student Life Enhancement Fund, due October 2018, to request event funding.
- Maintain the GSA Activities budget in collaboration with the GSA Vice-President Finance.
- Maintain a record of all events, including information about event contacts, attendance, and running total of expenses incurred.
- Maintain a record of hours worked. The ACC is not permitted to exceed 10 hours / week on average and must communicate to the Manager of *The Fifth* when approaching that limit.

The GSA ACC may be removed from their position if:

- He/she fails to fulfill their obligations as outlined herein on two occasions.
- He/she is absent without regrets (at least one day in advance) from any three regularly scheduled meetings as outlined herein.

Please contact gsa@uoguelph.ca (and Cc the GSA Office Manager, Erin Angus: eangus@uoguelph.ca) with any questions.

Thank you,

Danyelle Liddle, GSA President & CEO
Amber Hutchinson, GSA VP Internal
Keely Kavcic, GSA VP Finance
Lindsay Plater, GSA VP External
Erin Angus, GSA Office Manager
Bonnie Runge, Manager of *The Fifth*