



## **Part Time Operations and Administration Coordinator, StFX Students' Union (Sessional)**

St. Francis Xavier University Students' Union is seeking to hire a Part Time Operations and Administration Coordinator to provide oversight to Students' Union Operations as well as, Administrative support to areas of the organization, as outlined under responsibilities. This part-time position is responsible to the President, St. FX University Students' Union and General Manager, St. FX University Students' Union.

The Part Time Operations and Administrative coordinator will play a key role in providing management of Convenience For U, liaison with Facilities Management for work orders for Students' Union operations, develop training documents for all student part time staff positions, responsible for all weekly ordering and receiving, payroll submission, managing inventory and implementing safety protocols.

The successful candidate must display an affinity for StFX and have an understanding of how the StFX Students' Union operates. Candidates must possess strong leadership, organization, and time management skills. In addition, the successful candidate must enjoy working in a team environment, be a self-starter, and have adequate knowledge of Microsoft Office. The nature of this position may require some evenings and weekends. The successful candidate must have a minimum 2-3 years working experience in the areas as outlined. The hourly rate for this position will be between \$18/hr - \$20/hr. This position is a sessional position that will run from Mid August 2022 until Mid May 2023.

### **Responsibilities:**

- Manage the operational side of Convenience For U on a daily basis.
- Manage and maintain a high standard of cleaning and organization for all Operations and Service areas of the Students' Union.
- Must be able to work for periods of time while standing, lifting, and bending
- Must be able to work 25-30 hours a week
- Attend regular staff meetings
- Manage pick ups and deliveries with outside agencies

### **Qualifications and Skills:**

- Current and valid Nova Scotia driver's license
- Proficient in Microsoft Office, Point of Sale systems, and other data input programs
- Fluent in English written and oral
- Maintain and develop staff expectations
- Must be Bondable
- Strong communication and organizational skills
- Previous experience (2-3 years preferred)
- Must be able to start immediately

Deadline for application is **4pm on Monday August 22nd**. To express interest in this role, please direct your application to:

**Sean Ryan, General Manager, St. FX Students' Union via email: [sryan@stfx.ca](mailto:sryan@stfx.ca)**

*Only those selected for an interview will be contacted. In accordance with Canadian Immigration requirements, Canadian citizens and permanent residents will be given priority. If you are selected for an interview for the advertised position, proof of Canadian citizenship or permanent residency is required. StFX Students' Union respects diversity and welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, and members of sexual minority groups.*