

2017-18 EMPLOYMENT OPPORTUNITY

POSITION: **SMU Res Consent Project Coordinator (x2 positions)** (Residence Life)

HOURS: 3 hrs per week; flexible hours; evening and weekend hours required

DATES: August 18th, 2017 - April 1, 2018 (*possibility for virtual start if living outside HRM in summer*)

SALARY: \$15 per hour (total compensation of a \$1350 honorarium paid in two equal installments at the end of each semester)

DUTIES: Under the supervision of the Programming & Engagement Coordinator, the SMU Res Consent Project Coordinators will be responsible for facilitating sexual violence prevention programming, including:

- a) Coordinating Upstander Training at least twice per semester, including room bookings, promotion, and co-facilitating the training
- b) Gathering feedback after each training session, compiling it, and implementing improvements in order to improve the training and to improve presentation and facilitation skills
- c) Co-coordinating active programming events at least once per semester
- d) Coordinating passive programming, generally in the form of poster campaigns, at least once per semester
- e) Reaching out to other departments on campus to maximize the number of students who participate in Upstander Training
- f) Other duties as required

QUALIFICATIONS:

To be eligible, candidates must be returning to Saint Mary's University as a full-time student for the 2017-2018 academic year. Previous student leadership experience is a definite asset.

Candidates must possess excellent communication and presentation skills, as well as demonstrated time management and organizational skills. Candidates must be punctual, reliable, and able to work independently. Furthermore, applications should demonstrate initiative, creativity, and a passion for sexual violence prevention.

Experience in presenting or facilitating workshops is a definite asset. Candidates must be proficient in Windows, and Microsoft Office Suite (Word, Excel, and PowerPoint).

TO APPLY: Please submit a cover letter, resume, and names/contact information for three professional references to the Residence Life Office, LR108, or submit them electronically to Residence.Programming@smu.ca.

DEADLINE: **THURSDAY, MAY 25, 2017** **Late submissions will not be considered*