



# **Executive Committee Support Position**

## **SA Residence Representative**

21/10/13  
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**Reports to:** President  
Student Association Executive Committee

**Description:** The SA Residence Representative acts as the primary liaison between the students living in the campus residence and the Student Association, bringing their concerns, issues and feedback directly to this governing body. In addition, the SA Residence Representative is responsible for promotion and awareness within residence of campus SA-sponsored events and activities. The SA Residence Representative is appointed by, reports to and seeks direction from the Student Association President and its' Executive Committee. This position is subject to performance review at the end of each semester, or as deemed necessary, by the Executive Committee.

### **Key Responsibilities:**

1. Abide by the constitution, bylaws, policies and procedures of the Student Association and the Nova Scotia Community College.
2. With the SA President and Executive Committee, develop effective marketing for promotion and awareness within residence of campus SA-sponsored events and activities.
3. To actively encourage the development of new initiatives, based upon regular student feedback. Coordinate any publicity, promotion and marketing of SA social events and activities and the distribution of a monthly Student Events Calendar.
4. Actively represent the concerns of the students in residence, bringing their issues directly to the SA President and Executive Committee

### **Reporting Relationship:**

1. Meet regularly with the Student Association President to seek their direction and feedback on proposed projects and to ensure that programming efforts are effectively coordinated and efficiently planned.
2. Report to the Student Association Executive Committee any related campus issues requiring immediate action.

### **Knowledge/Skills/Abilities/Requirements:**

1. NSCC student in good academic standing.
2. Ability to work in team environment; team player.
3. Good oral and written communication skill.
4. Good time management and organizational skills.
5. Event planning skills.