



Executive Committee Support Position

Campus Coordinator

12/8/05, 30/5/11

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Reports to: President
Student Association Executive Committee

Description: The Campus Coordinator acts as the primary liaison between the students of the offsite location and the Student Association, bringing their concerns, issues and feedback directly to this governing body. In addition, the Campus Coordinator is responsible for the development, planning, promotion and delivery of campus SA-sponsored events and activities. The Campus Coordinator 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 a comprehensive schedule of student events and activities that meet the needs of the off-site location and oversee the coordination of all event requirements to ensure high quality programs, including the booking of facilities, service providers and the negotiation and signing of contracts (which should be done in consultation with the SA President).
3. Ensure that Risk Management guidelines for SA events (i.e. on campus, off campus and those involving the service of alcohol) are being strictly adhered to, including the signing of waiver forms when required.
4. Effectively market and promote programs on the campus and actively encourage the development of new initiatives, based upon regular student feedback. Oversee the coordination of publicity, promotion and marketing of social events and activities and the preparation and distribution of a monthly Student Events Calendar.
5. Recruit volunteers at the campus level and delegate responsibilities for the delivery of events and activities on campus to these volunteers as appropriate.
6. Be accountable for the administration, reporting and reconciliation of the allocated campus budget, as approved by the Student Association Students' Council and in consultation with the Vice President Finance.

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.



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2. Liaise regularly with off site location faculty and staff to increase their support and participation in campus events and activities.
3. Work with the President to administer, report and reconcile the Student Association off-site location budget, as approved by the Student Association Students' Council and in consultation with the Vice President Finance.
4. Maintain all records pertaining to events and activities, including financial reports and event planning and evaluation forms, and ensure that they are given to the Student Association Vice President Communications at the end of each semester.
5. 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. Computer literacy, including Microsoft excel, email and internet usage.
4. Good oral and written communication skill.
5. Good time management and organizational skills.
6. Event planning skills.
7. Strong volunteer management skills.