



Executive Committee Support Position Students Nova Scotia Coordinator

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Reports to: President
Student Association Executive Committee

Description: The Students Nova Scotia Coordinator acts as the primary liaison between the Student Association and the provincial lobby group, Students Nova Scotia (Students NS). This position is responsible for bringing NSCC student concerns, issues and feedback directly to this governing body while at the same time, ensuring that campaigns and initiatives undertaken by Students NS is shared with students on the campus. In addition, the SA Students NS Coordinator is responsible for promotion and awareness of its' organizational membership and establish events and activities which allow students to participate fully in this organization. The SA Students NS 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 as well as all governing policies of Students NS.
2. Participate in regularly scheduled meetings of the board of Students NS, as outlined in their governing policies, to help set organizational policy and priorities.
3. With the SA President and Executive Committee, develop effective marketing strategies for promotion and awareness of Students NS and its campaigns/initiatives on the campus as well as with other campus Student Associations as required.
4. 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.
5. Actively represent the concerns of NSCC students to Students NS, the provincial government, and any other legislative body when required.

Reporting Relationship:

1. Meet regularly with the Student Association President to seek their direction and feedback on proposed campaigns, initiatives and projects proposed by Students NS and to ensure that these efforts are effectively coordinated and efficiently planned.
2. Report to the Student Association Executive Committee and SA Students' Council on any related issues requiring immediate action.

Knowledge/Skills/Abilities/Requirements:

1. NSCC student in good academic standing.
2. Ability to work in team environment; team player.



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3. Good oral and written communication skills.
4. Ability to analyze written materials.
5. Good time management and organizational skills.
6. Willingness to travel for meetings.