



# **Executive Committee Support Position**

## **Student Lounge Coordinator**

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**Reports to:** Vice President Services  
Student Association Executive Committee

**Description:** The Student Lounge Coordinator will be responsible for the day to day operation of the campus Student Lounge, ensuring that it is running efficiently and is well maintained. The Student Lounge Coordinator is appointed by, reports to and works in collaboration with the SA Vice President Services. 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. Consult with members of the Student Association Executive to determine needs of the Student Lounge and make recommendations for equipment/furniture purchase and/or repair as necessary.
3. Organize and coordinate the delivery of lounge activities such as pool tournaments, movie nights, Wii competitions, etc.
4. Plan, assign and generally direct the work of any student lounge volunteers and if/where necessary, provide standard lounge hours of operation.
5. In conjunction with the SA Vice President Services, develop and promote the services of the Student Lounge.
6. Maintain an aesthetically pleasing atmosphere by ensuring the lounge is kept clean and free from garbage/recyclables.
7. Perform other duties as assigned by the SA Vice President Services.

### **Reporting Relationship:**

1. Meet regularly with the Vice President Services to seek their direction and feedback on proposed initiatives and to ensure that Student Lounge efforts are effectively coordinated and efficiently planned.
2. Work with the Vice President Services to administer, report, and reconcile the Student Association Student Lounge budget, as approved by the Student Association Students' Council and in consultation with the Vice President Finance.
3. Provide end of semester activity report to the Vice President Services and Student Life staff and attend both Student Association Students' Council and Executive Committee meetings as requested.



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## **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 ability.
6. Great interpersonal and conflict management skills.