



JOB EXPECTATIONS

Coordinator (All duties will be divided equally among all elected Coordinators)

1. Always acts in a responsible and professional manner to maintain the student governments' image and to set a level of excellence.
2. Acts as a liaison between the clubs, local government, and the general campus to ensure complete and accurate communication.
3. Be the direct contact for all students in need of assistance/information regarding Clubs and Associations.
4. Have a central role in activities proposed and/or put on by the various clubs and associations sanctioned by the SSF.
5. Works with the student Clubs & Associations, Coordinators, Manager, Campus Operations, International Department and Student Services staff in the organization of International Day celebrations.
6. Actively recruits students to create clubs by promoting clubs and associations via promotional material, website, monitors, etc.
7. Communicate with the Campus Recreation Council regarding recreational clubs and event collaborations.
8. Encourage a diverse range of clubs and be aware of cultural issues.
9. Participate in year-end Club/Volunteer Appreciation Banquet and the selection of the club/volunteer of the year.
10. Provide written reports to the Vice President of the local LBC.
11. Set up a Clubs Information table at Orientation activities.
12. Record minutes of council meetings.
13. Plan, organize and promote all themes, off and on campus activities.
14. Ensure that an adequate supply of promotional materials is always available.
15. Act as a liaison between the International Department and the SSF student council and bring any international student concerns to the Council and vice versa.



16. Working in conjunction with the Manager Campus Operations, and the Local Branch Council to prepare an activity calendar of events for submission to the Council; plan and implement events accordingly.
17. Coordinate and implement all special events (speakers, info-booths, etc.) for major theme weeks (AIDS Awareness, Alcohol Awareness etc.).
18. Work with the International Department, Student Services Department, and the Student Conduct Department on Heritage Days/Months. Be responsible for developing programs to benefit the community at large (i.e. United Way, Food Bank etc.).
19. Prepare a post-mortem reports within 48 hours of the event and submit a copy to the Local Branch Council within 1 week.
20. Fill out the Event Charter and motion form and present it to council following proper timelines.
21. Attend all Orientation events and assist in planning Orientation.
22. Ensures that the incoming Coordinators are oriented to their new position. This includes mandatory attendance and participation during the transition period.
23. Coordinate any advertising or event promotion with the Residence Committee (if applicable).
24. Recruit students for the Street Team (promotional group to help advertise and promote events) working with the Manager, Campus Operations and the Street Team Captain.
25. Meet with the Street Team Captain regularly and Street Team as needed.
26. When selecting timetable try to leave peak hours for events open i.e 11:00am-1:00pm 1 or 2 days a week.
27. Communicate with students, identify and understand their concerns, issues and suggestions and relay them back to the local branch council.
28. Perform classroom visits every month in order to educate students about SSF initiatives, services and activities.
29. Maintain email communication on a daily basis.
30. Attends Annual General Meeting (AGM) and General Information Session.