



## Coordinator

### Position Description

Reporting to the Vice President, the Coordinator shall be focused on providing the direction and leadership for the advancement and promotion of the Seneca Student Federation (“SSF”). The Coordinator shall maintain day-to-day collaboration with and receive coaching and general oversight from the Manager, Campus Operations.

KEY RESPONSIBILITIES
<b>Advocacy</b>
<ul style="list-style-type: none"> <li>◆ Proactively engage with Seneca students to identify and understand their concerns and suggestions.</li> <li>◆ Provide guidance and advice to students in a timely and professional manner on SSF services, academic, and non-academic issues.</li> <li>◆ Document advocacy initiatives and follow through on status as needed.</li> <li>◆ Represent the interests and views of students by attending various College committee meetings.</li> </ul>
<b>Student engagement</b>
<ul style="list-style-type: none"> <li>◆ Provide input and recommendations on events, activities, and services during yearly and/or semester planning period.</li> <li>◆ Review post-mortem reports of events and make recommendations to address areas of improvement.</li> <li>◆ Actively engage with students to promote SSF services, clubs, activities, and initiatives. Conduct classroom visits as directed.</li> <li>◆ Support and participate in student council sponsored activities.</li> <li>◆ Develop, maintain, and advance relationships with representatives at all levels of the Federation, community partners, and Seneca’s faculty and staff.</li> <li>◆ Encourage students to be actively involved with the Federation.</li> </ul>
<b>Leadership</b>
<ul style="list-style-type: none"> <li>◆ Report all activities undertaken on behalf of the SSF at regular meetings of the Local Branch Council (LBC).</li> <li>◆ Complete and submit the Member Report, and other reporting requirements as requested.</li> <li>◆ Record detailed minutes at council meetings, as requested.</li> <li>◆ Prepare and distribute minutes and agenda to all members of the council prior to the next meeting.</li> <li>◆ Aid in the performance of duties resulting from a vacancy of the Vice President until the end of their term, or until the position can be duly replaced.</li> <li>◆ Complete transition package and ensure the Coordinator elect is oriented to their new position.</li> <li>◆ Attend the Annual General meeting, and campus principal meetings, as needed.</li> </ul>



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- ◆ Promote a positive and collaborative working environment, ensuring student leaders and staff are treated with dignity and respect.
- ◆ Volunteer as needed.

#### Committee Involvement

- ◆ Mandatory attendance at all Local Branch Council meetings.
- ◆ College committee representation as requested
- ◆ Participate in a designated committee as requested or appointed.

#### REQUIREMENTS

- ◆ Act in accordance with the SSF by-laws, policies, and procedures and in compliance with College policies.
- ◆ Work twelve (12) hours per week which includes mandatory attendance for meetings
- ◆ Maintain office hours between 9:00 am – 5:00 pm Monday through Friday
- ◆ Preferable to schedule course timetable around peak event hours i.e. 11:00 am-1:00 pm one or two days a week.
- ◆ Work evenings and weekends when necessary, and occasional travel to attend conferences and training.
- ◆ Participate in training and development sessions offered. Submit conference report as requested to the President.

#### QUALIFICATIONS

- ◆ A current member of the Seneca Student Federation.
- ◆ Current or cumulative GPA 2.5

#### LEARNING OUTCOMES

Through the work experience gained in this role, by the end of their term the Coordinator will be able to:

1. Analyze the impact of cultural and experiential differences on organizational objectives, operations, and practices.
2. Develop strategies to build positive personal and professional, group and network relationships.
3. Analyze issues, risks, and limitations, and collaborate with diverse groups and interests to reach consensus and create opportunities.
4. Understand the importance in supporting integrative diversity, inclusive groups and effective communication from an operational and manager's perspective.



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5. Develop proficiency in understanding and implementing effective strategies in communication, management, negotiation, and operations.

#### **ESSENTIAL EMPLOYABILITY SKILLS**

- ◆ Respond to written, spoken, or visual messages in a manner that ensures clear, effective, and timely communication.
- ◆ Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
- ◆ Use critical thinking skills to anticipate and solve problems.
- ◆ Interact with others in groups or teams in ways that support effective coordination and contribute to effective working relationships and the achievement of goals.
- ◆ Manage the use of time and other resources to complete projects.
- ◆ Serve as a role model through active listening and proactive advocacy.
- ◆ Take responsibility for one's own actions, decisions, and consequences.

Approved Version: December 2020