



SOCIAL COMMISSIONER

OVERVIEW

The Social Commissioner is responsible for organizing a wide-range of events for graduate and professional students, including family-friendly activities. The Commissioner is also responsible for planning SGPS Orientation Week. The purpose of the Social Commission is to use events as a way to strengthen graduate and professional community.

The Social Commissioner reports to the SGPS VP (Community). The term of employment begins on October 1, 2018 and ends April 30, 2019. The Social Commissioner has a salary of \$500 per month.

KEY RESPONSIBILITIES

- Submit a detailed year plan to the SGPS Executive within one month of hire date
- Hire and supervise a Deputy Commissioner, with the assistance of the VP (Community)
- Attend relevant committees at the direction and discretion of the SGPS Executive
- Organize and plan all facets of SGPS Orientation Week, with the support of the VP (Community)
- Organize and plan social events throughout the academic year, including family-friendly activities
- Work with the SGPS Equity Commissioner to ensure all events conform to equity standards
- Solicit feedback from SGPS members regarding the types of social events they want
- Attend and report to all meetings of SGPS Council
- Attend all scheduled Commissioner meetings
- Implement the decisions and vision of the SGPS as an organization

QUALIFICATIONS

- Must be a currently registered SGPS member
- Experience planning social events is an asset
- Confident and creative self-starter who can effectively multi-task
- Supervisory experience of volunteers or staff is an asset
- Problem solver with a strong attention to detail
- Excellent communication skills, both written and verbal

RENUNERATION

\$500 per month

TO APPLY

To apply for this position, please submit a resume and cover letter (with student number) to the attention of the VP Community, Isabel Luce, to apply@sgps.ca. Please specify that you are apply for the Social Commissioner position in your subject line.

Applications are due on September 14th at 5pm. For more information, visit www.sgps.ca.