



DEPUTY SOCIAL COMMISSIONER

OVERVIEW

The Deputy Social Commissioner is responsible for assisting the Social Commissioner with organizing and facilitating a wide-range of events for graduate and professional students, including family-friendly activities. The purpose of the Social Commission is to use events as a way to strengthen graduate and professional community, and the Deputy Social Commissioner plays a key role in the success of these events. The Deputy Social Commissioner may also assist the other three Commissioners as needed.

The term of employment begins October 7th, 2018 and ends April 30, 2019. The Social Commissioner has a salary of \$250 per month.

KEY RESPONSIBILITIES

- Communicate with venues
- Assistant with budgeting for events
- Attending meetings with the four Commissioners, the other Deputy Commissioners and the VP Community
- Attend relevant committees at the direction and discretion of the SGPS Executive
- Organize and help facilitate social events throughout the academic year, including family-friendly activities
- Solicit feedback from SGPS members regarding the types of social events they want
- 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 events is an asset
- Confident and creative self-starter who can effectively multi-task
- Problem solver with a strong attention to detail
- Excellent communication skills, both written and verbal

RENUMERATION

\$250 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 Deputy Social Commissioner position in your subject line.

Applications are due on October 1st at 5pm. For more information, visit www.sgps.ca.