OVERVIEW

The Supervisor will be responsible for overseeing the activities of the various SGPS Commissioners and the Marketing Officer from May 1, 2019 until the conclusion of the Fall 2019 SGPS By-Election. This position will supervise the planning and execution of various Commissioner events and SGPS Orientation Week, as well as the day to day supervision of the Marketing Officer. Upon the conclusion of their employment period, this position will be responsible for transitioning the VP Community and working with the Commissioners to ease the transition.

The Supervisor reports to the SGPS President. Preference will be given to applicants who are going to be in Kingston for the entire summer.

KEY RESPONSIBILITIES

• In consultation with the Commissioners and the SGPS Executive, create a detailed plan for all Commissioner events occurring during the Commissioners’ terms (May 1 2019 – April 30 2019)
• Oversee the organization and planning of all facets of SGPS Orientation Week, with the support of the Executive Director
• Serve as the direct supervisor for the Marketing Officer, ensuring they fulfill all the duties within their position
• Attend and report to all meetings of SGPS Council during their term of employment
• Chair and schedule Commissioner meetings on a bi-weekly basis throughout their term of employment
• Produce monthly reports for the SGPS President, as well as attending meetings with the President as requested
• Upon conclusion of the employment period, transitioning the VP Community and working with the Commissioners to ease the transition
• Implement the decisions and vision of the SGPS as an organization

QUALIFICATIONS

• Must be a currently registered SGPS member who will continue to be a member in Fall 2019
• Must have previous supervisory experience
• Confident and creative self-starter who can effectively multi-task
• Capable to work independently, and is reliable and responsive
• Problem solver with a strong attention to detail
• Excellent communication skills, both written and verbal
• Preference will be given to applicants who are going to be in Kingston for the entire summer.

RENUMERATION

$850 per month

TO APPLY

To apply for this position, please submit a resume and cover letter (with student number) to the attention of Jeremy Ambraska, Incoming SGPS President to apply@sgps.ca. Please specify that you are applying for the Supervisor position in your subject line.

Applications are due on April 18, 2019 at 5:00pm. For more information, visit www.sgps.ca.