



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 April 1, 2020 and ends April 30, 2021. The Commissioner has a salary of \$500 per month (\$6000 for the full term, plus \$500 for the month of April 2020 in recognition of transition work). Preference will be given to applicants who are going to be in Kingston for the summer.

KEY RESPONSIBILITIES

- Create a detailed summer/fall/winter plan for social events with the VP (Community) by the end of May
- 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
- Capable to work independently, and is reliable and responsive
- Supervisory experience of volunteers or staff is an asset
- Problem solver with a strong attention to detail
- Excellent communication skills, both written and verbal
- Availability to plan and facilitate events over the summer months, as well as planning Orientation Week

RENUMERATION

\$500 per month (\$6000 for the full term, plus \$500 for the month of April 2020 in recognition of transition work)

TO APPLY

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

Applications are due on Monday March 16th at 11:59 pm. For more information, visit www.sgps.ca.

your **SGPS**