OVERVIEW

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

The Deputy Social Commissioner works with the Social Commissioner to fulfill the function of the Social Commission as defined above. They report to the SGPS VP (Community). The term of employment begins on October 1, 2021 and ends April 30, 2022. The Deputy Social Commissioner has a salary of $250 per month ($1750 for the full seven-month term).

KEY RESPONSIBILITIES

- Assisting and supporting the Social Commissioner, which may include:
  - Submitting monthly written reports to and attending meetings of council;
  - Developing a year plan specific to their position;
  - Helping to transition new people into the role of Social Commissioner at the conclusion of their term;
  - Supervising and providing direction to SGPS Social Commission Volunteers;
  - Ensuring that all SGPS social events meet standards in Bylaw and Policy;
  - Organizing and running SGPS Orientation week events;
  - Organizing and running SGPS social activities; and
  - Submitting a motion annually at January Council to choose a Committee Chair for the SGPS Awards Committee.
- Other duties as required.

QUALIFICATIONS

- Must be a currently registered SGPS member
- Experience planning social events is an asset
- Confident and creative self-starter
- Capable to work independently and is reliable and responsive
- Supervisory experience of volunteers is an asset
- Problem solver with strong attention to detail
- Excellent communication skills, both written and verbal

RENUMERATION

$250 per month ($1750 for the full seven-month term, about 10 to 12 hours of work 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, Anthony Lomax, at apply@sgps.ca. Please specify that you are applying for the Deputy Social Commissioner position in your subject line.

The SGPS is committed to promoting a fair and equitable selection process and work environment that is inclusive and barrier free. We provide equal employment opportunities for all individuals regardless of age, sex, disability, race, ethnic origin, citizenship, creed, sexual orientation, marital status or any other grounds as described in the Human Rights Code. Applicants with a disability need to make any accommodation requests for the interview process known in advance. The Executive Hiring Team will arrange for reasonable accommodations in accordance with the Human Rights Code which will enable you to be assessed in a fair and equitable manner.

Applications are due on September 12, 2021 at 11:59pm. For more information, visit www.sgps.ca.