

SAIT Students' Association

Job Description



Job Title:	<i>Coordinator, Clubs</i>
Reports to:	<i>Manager, Student Experience</i>
Direct Reports:	<i>None</i>
Position Type:	<i>Full-Time, Salaried</i>
Category:	<i>Coordinator</i>
Travel Required	<i>Moderate (Conferences, Training, Etc.)</i>
Location of Work	<i>Saitsa Resource Centre – SAIT Main Campus</i>

Job Purpose

Striving to ensure the SAIT student experience is a memorable one, the Clubs Coordinator directs and coaches Student Club Executives to support the development, organization, transition and ultimate success of academic and non-academic clubs on campus. Working within Saitsa's Resource Centre and Student Experience Department, the Clubs Coordinator reports to the Manager of Student Experience and is responsible for ensuring efficient, effective, safe and engaging club administration, activities, promotions and events. As the main point of contact for hundreds of Student Club Executives and Club Members, the Clubs Coordinator plays a key role in Saitsa's mission to improve the SAIT student experience.

Duties and Responsibilities

Administration & Leadership

- Responsible for monitoring clubs to ensure they adhere to Saitsa's Club Policies and Procedures and SAIT's Student Code of Conduct;
- Coaches club executives to ensure risk is mitigated in the planning and execution of club events on and off campus;
- Advises and supports clubs with event planning and club succession strategies and grant applications (room and equipment bookings/rentals, insurance information, catering, budgeting, contingency planning, forms, etc.)
- Connects and engages with students at main and satellite campuses to encourage the creation and continuation of student clubs;
- Identifies areas of opportunity and collaboration with SAIT staff, schools and departments, industry and community members to improve club experiences and outreach to the student body;
- Seeks innovative ways to recruit and encourages the formation of new student clubs, and identifies areas of the student experience that could benefit from an organized club on campus;
- Continually seeks to decrease risk for the organization while increasing club executive satisfaction with Saitsa's club procedures and processes.

Programming

- Plans, executes, monitors and evaluates Saitsa Club events, including but not limited to; Club Orientation, Club Expo and Club Appreciation;

- Administers the Club Reimbursement Funding program;
- Plans and executes club workshops to support the training and development of club executives.

Administrative

- Maintains up to date and accurate files and records for the club program, such as, but not limited to: registration forms, club banking, grant applications, event proposals, and annual reporting.
- Responsible for managing all aspects of the club registration and renewal processes.
- Performs a comprehensive and critical review of all club procedures, practices and supporting documents on an annual basis.

Engagement and Communication

- Ensures club contact information is up-to-date on the Saitsa website and other communication platforms;
- Provides professional and student-centric customer service to all students wishing to engage with Saitsa's student club processes;
- Communicates professionally via email, phone and in-person;
- Anticipates needs of students and works to understand their situation to provide the most accurate information possible;
- Supports the effective execution of Student Experience events, programming and services when required.

Finance

- Oversees club bank accounts through *QuickBooks Online*; processes club deposits, invoices and club cheque requests, and other duties related to club expenditures or revenue;
- Responsible for supporting the Resource Centre's staff with cash-handling, deposits/withdrawals, and Point of Sales (POS) system processes for Resource Centre transactions;

Other duties, as requested by the Manager, Student Experience.

Qualifications

Education

Post-secondary education in a related field is required

Knowledge, skills and abilities

- Knowledge of effective project management practices
- Excellent interpersonal skills and a collaborative leadership style;
- Time management is required;
- Organization skills and event planning experience an asset.

Proficiency in the use of computers

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- Microsoft Office (Excel, Word, Power Point and Outlook)
- Professional and organized responses to online inquiries

Personal Characteristics

The **Clubs Coordinator** should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Leadership:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Experience

2 or more years of administrative experience in a non-profit organization is preferred but not necessary.

Working Environment

Working environment is primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting, frequent reading and computer use. Required to work some evenings/weekends for meetings, function attendance, and high demand periods. Moderate overnight travel to attend conferences, retreats and training.

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To apply please email your application documents to Alyson Murray at alyson.murray@edu.sait.ca by August 11th, 2021 at 4:00pm.