

Centennial College Student Association Inc. (CCSAI) Job Description

CAMPUS DIRECTOR

OVERVIEW

The Campus Director is elected by peers of their specific campus. Reporting to the President and the Vice President for their campus, the Campus Director is responsible for facilitating communication between the CCSAI and the students enrolled at their respective campus and actively engaging students through outreach activities.

The Campus Director works a minimum of 10 hours a week, within normally scheduled operating hours, in addition to mandatory evening/weekend meetings and events.

DUTIES RELEVANT TO ALL BOARD POSITIONS

- Ensures constant and consistent interaction with the student population, as well as all College departments and bring feedback to the Board
- Attends all full board meetings, annual general meeting, programming committee meetings and special meetings of the CCSAI Board of Directors, and provides verbal and written updates as required
- Be knowledgeable about Association and College affairs and events
- Raises awareness of and promotes CCSAI programs, services and activities, distribute the Courier on a monthly basis, and post/remove/distribute promotional materials
- At the Annual General Meeting, presents a written and verbal report to the membership, approve the CCSAI operating budget, auditors/financial statements and revisions to bylaws
- Completes administrative duties as required while completing office hours
- Edits transition document to reflect current priorities
- Participates and completes all training (board orientation, workplace discrimination and violence prevention, health and safety, conflict/dispute resolution, mental health awareness, WHMIS, accessibility, Smart Serve etc.)
- Understands and acts in compliance with the CCSAI bylaws, policies and procedures, the Corporations Act, Human Rights Legislation and all applicable laws, as well as all Centennial College rules, regulations, statements and policies
- Maintains confidentiality when appropriate and or directed on items deemed personal or sensitive in nature
- Provides timely initiation and response to email (ensuring appropriate contacts are included in any correspondence), telephone calls and on-line interactions from constituents, CCSAI and College staff and other external partners, participate in CCSAI on-line communities

- Other duties as assigned by the President, Campus Vice President and Executive Director/CEO

SPECIFIC DUTIES

Under the direction, and with the support of, the Vice President and/or President;

- Participate actively and be a voting member of the CCSAI Programming Committee and provides verbal updates.
- Works to support and improve the delivery of programs, activities and services at their campus
- Provides oversight and suggest allocation for the campus activities budget
- Works collaboratively with the Events Liaison to plan and execute events at their campus, and ensure appropriate and timely promotion
- Sits on College committees/taskforces/working groups as appointed by the Vice President/ President and/or Executive Director/CEO
- Participates in regular campus update meetings as called by the Vice President, these meetings to be held at least a minimum of once a month
- Follows and completes work plans as developed by the Vice President

QUALIFICATIONS

- Be responsible, approachable and accessible to all students
- Ability to be professional and respectful at all times
- Ability to work independently and to perform effectively and collaboratively as a member of a team
- Must be available and able to fulfill duties from the time of ratification until April of that term of office