

student union jobs

POSITIONS '78-'79

STUDENT UNION POSITIONS AVAILABLE FOR '78-'79

Application forms available at Student Union Office in the Barn.

DEADLINE: APRIL 14, 1978.

RADIO CIMN

Manager: responsible for the general operation of the radio station, for the turning in of all invoices for payment by the Student Union, for obtaining purchase orders where reimbursement by the Student Union is expected, and for obtaining permission and recording all long distance telephone calls made and being charged to the Student Union.

News Director
Program Director
Music Director
Engineer

EXTERNAL ADVERTISING:

Responsible for soliciting advertising for the Radio Station and Campus Newspaper all contracts signed, drawing

up all contracts in conjunction with the Treasurer of the Student Union, turning all information on billing to the Student Union, having duplicate copies of all contracts and agreements signed.

CAMPUS POLICE:

Chief: responsible for conduct of Campus Police while they are on duty, policing of all Student Union events, writing up the worksheet, pay slips for the men on the force, calling all meetings when necessary, to the Comptroller, and to the Security Police Force.

Assistant Chief
3 Senior Members

SOCIAL COMMITTEE:

Chairperson responsible for all social functions on campus run by the Student Union, the gathering of staff to work on the committee, the obtaining of the float and cashbox from the Treasurer before each

function, advertising of all functions under the Student Union, the booking of all entertainment, turning in of all monies to the Student Union office for payment, obtaining or renting all facilities and utilities, acquiring all licenses necessary for functions where required.

HEAD BARTENDER:

Responsible for purchase of all liquor from the P.E.I. Liquor Commission, transporting all alcohol to the facility where it is required, running inventory on all stock, operating bar at specific functions when required, removal of all used bottles from facility following a function, bar facilities during use. Obtaining float and cash box before each function.

5 BARTENDERS

CARNIVALS:

Chairperson responsible for all events during Winter Carnival (and October Fest) booking all entertainment, obtaining of cashbox and float before each event, advertising associated with the various events be presented providing a calendar of events obtaining Campus Police to work at all functions where they are required, turning in all invoices for payment to the Student Union.

YEARBOOK:

Chairperson responsible for dispersal of all books when they become available, laying out of the yearbook, mailing out of yearbook to publisher, turning in all invoices for payment, obtaining all photographs from Photo Club, calling all meetings, and presenting budget to the Treasurer of the Student Union.

SPEAKER:

Presides at all meetings of the Council and the General Membership meetings and Executive Committee meetings. Interpret the Constitution and its bylaws subject to the Student Judicial Committee and enforce the rules of

Parliament by procedure according to Robert's Rules of Order. Be a council member but not hold any other office in the Union's sub-organizations or be a representative on the Board of Governors or Senate. Be appointed by Council at its first meeting upon recommendation of the Personnel Board.

RECORDING SECRETARY:

Shall record all council meeting minutes, keep an orderly account of the minutes and perform other secretarial duties as required.

SUN (STUDENT UNION NEWS):

Editor responsible for the overall operation of the paper, responsible for submitting budget to Student Union, its sub-organizations and other outside organizations with the exception of the Canadian University Press. Must maintain an atmosphere conducive to the well-being of the newspaper among staff workers.

Managing Editor
Typist
Head Reporter
CUP Editor

DRAMA SOCIETY:

Chairperson responsible for calling and chairing all meetings, heading up committee to choose plays, keeping a record of all activities, booking theatrical acts, etc., reporting regularly to the vice-president of the Student Union and keeping a file and mailbox in the Student Union Office.

ATHLETIC BOARD:

2 Members, 1 male and 1 female. Attend all meetings of the board as called by the chairperson.

STUDENT JUDICIAL COMMITTEE:

1 chairperson and 5 members
Details available at the Student Union Office.

DEADLINE FOR ALL POSITIONS

APRIL 14, 1978

SCARBORO FOREIGN MISSION SOCIETY



The life of a Scarboro Missionary is based on the conviction that the value of each individual person surpasses the most sophisticated technical accomplishments. We are convinced that only in Christ does the mystery of man take on light.

We invite you to share in our mission as a Priest or Lay Person.

Please send me more information.

Name _____

Address _____

Age _____

Education _____

Mail to: Formation-Education Department
Scarboro Missions,
2685 Kingston Rd., Scarboro, Ont. M1M 1M4