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**Georgian College Students’ Association Director**

**Department:** Student Leadership and Transition Services **Campus:** Barrie

**Honorarium:** $1000/semester (Before taxes, after a review is completed) **Term:**  May 1, 2017 – April 30, 2018

**Reports to:** VP Administration **Hours/ week:** minimum 5 (20/month)

**GCSA Barrie’s Vision:** The Georgian College Students’ Association (Barrie Campus) will be a recognized and engaged executive council that promotes the rights of students, heightens student engagement, and enhances the quality of student life. We will prepare confident leaders of tomorrow, while respecting the diversity and strength of all. We will continuously assess, adapt, and grow to fit the needs of our increasingly diverse student body.

**GCSA Barrie’s Mission:** We advance the general welfare of all Georgian College students and to that end we:

* Serve as a resource for students;
* Serve as a resource for faculty and staff;
* Act as liaisons to and from the student Body and the College administration;
* Remain a major source of information to and from the Student Body;
* Recruit and develop Student Leaders within a professional culture to benefit the larger community; and engage in purposeful community service.

**In order to be considered for a role you must be:**

* A registered, fee paying student in good academic standing throughout your tenure in GCSA
* Willing and able to attend off campus training and weekend conferences such as the Student Executive Conference
* Willing and able to complete online training such as Health and Safety

**In efforts to promote a culture of student engagement and social integration all GCSA directors will:**

* Complete at least 5 hours in the GCSA office per week (i.e. GCSA Council Meetings, Weekly Director Meetings, Front Desk Coverage)
* Be available for coverage of the GCSA front desk during office hours and other available hours
* Attend all GCSA Council Meetings (If unable to attend, please inform the VP Admin within 24 hours of the meeting date)
* Participate in ongoing professional development which will include irregular hours (with advanced notice)
* Assist with GCSA events (i.e. Bubble Soccer) and College Wide activities (i.e. Open House, Orientation, Late Night (LNAP), Get Connected, Leadership Conferences)
* Assist the VP internal with the Georgian College Foodlocker (i.e. Fulfilling requests, marketing, etc., )
* Assist the VP Student Engagement with GCSA event promotions (i.e. Poster Displays, Assisting Promo Crew, Social Media Support)
* Plan events according to the Program Check List and meet with VP Admin & VP Student Engagement for approval
* Plan at least one event during your term of office
* Team up with other Directors/Executives and support additional event initiatives
* Submit all required documents to the VP Admin prior to the weekly Director meeting(s)
* Work closely with assigned VP/GCSA staff for the Shadow Project and report activities to the VP Admin during the weekly Director meeting(s)
* Work closely with the VP Admin for departmental updates and provide a synopsis of activities as requested
* Be responsible for keeping Outlook calendar updated in a timely manner as well as responding to work emails and messages in a timely manner (i.e. within 24 hours)
* Will be permitted to use Time-Out Power (i.e. one week vacation) once a semester with valid/concrete reasoning and must inform the VP Admin & President beforehand
* Respect, adhere to and continually review GCSA policies, procedures, by-laws, and constitution
* Adhere to all college policy and procedures, modelling exemplar student behaviour

**Qualifications**

* Excellent interpersonal, customer service and communication (written / oral) skills
* Proven technical, analytical, problem solving and project management skills
* Self-directed with the ability to take initiative, work independently as well as within a team environment
* Demonstrated organizational and time management skills with the ability to prioritize effectively in a fast-paced deadline driven environment juggling multiple projects to ensure timelines are met
* An understanding of financial management principles
* An awareness of different leadership styles and an emerging personal leadership philosophy