

The Students' Association of Mount Royal University (SAMRU) is looking for a professional, friendly and committed Student Outreach Administrator for the 2010-2011 academic year. The Student Outreach program goals include fostering student engagement through personal interaction with students on campus, information sharing with the campus community and coordinating a bi-weekly grocery bus service for students living on campus. This is a new position with the potential for further program development.

STUDENT OUTREACH ADMINISTRATOR

The Student Outreach Administrator will be jointly responsible, with the Safewalk Administrator, for recruiting, training, supervising and motivating volunteers. The Student Outreach Administrator will also organize outreach activities, awareness events and promotions, and oversee the day-to-day operations of the student outreach program.

The successful candidate should possess:

- certification in volunteer management, and/or equivalent experience;
- excellent problem-solving and time-management skills;
- very strong inter-personal skills;
- supervisory experience;
- an ability to work independently; and
- excellent customer service skills.
- Communications training and/or experience would be an asset.

This is a part-time position with a starting wage of \$13.74 per hour with an expected time commitment of 20 hours per week from August 15, 2010 through April 15, 2011. Flexible daytime hours and an on-campus location make this an ideal position for a Mount Royal University student.

Candidates are invited to submit their resume with a cover letter by April 23, 2010 to Shereen Samuels at s.samuels@samru.ca.

No telephone inquiries please. Only those candidates selected for an interview will be contacted.

Where students discover themselves, build relationships and make a difference in the world. For more information about our organization, please visit our web site at: www.samru.ca