

About the Students' Association of Mount Royal University

The Students' Association of Mount Royal University (SAMRU) represents and serves Mount Royal University (MRU) students to help them succeed. SAMRU is a charitable organization that operates the student centre, Wyckham House. Wyckham House strives to be the vibrant hub of the university campus and features a food court, student service centres, meeting and study spaces, a campus pub, and over a dozen tenants, as well as the Association's administrative and representation offices.

The Students' Association of Mount Royal University exists to:

- Act as the sole representative body for all Mount Royal University students;
- Promote the general welfare of students consistent with the purposes of the University;
- Oversee all student-owned or student-operated facilities on campus, including the Wyckham House Student Centre;
- Provide a wide variety of excellent student services;
- Enhance students' overall University experience;
- Provide meaningful volunteer opportunities for students;
- Coordinate special events and activities;
- Provide leadership development designed to complement students' academic pursuits;
- Act as the official medium of communication between the students and the University's Board of Governors;
- Develop and manage student clubs and organizations;
- Liaise between the students, the University, and various levels of government;
- Help interpret University policies with and for students;
- Administer student funds and affairs; and
- Provide a centre for social activities on campus in Wyckham House.

About the Opportunity:

Reporting to and working with the SAMRU's Student Governing Board, the Executive Director of SAMRU provides strategic and operational leadership and management for the Association and the Student Centre.

Key accountabilities of the Executive Director include:

Leadership

- Participate with the Student Governing Board in developing a vision and strategic plan to guide the Association
- Identify, assess, and inform the Student Governing Board of internal and external issues that affect the Association
- Act as a professional advisor to the Student Governing Board on all aspects of the Association's activities
- Foster effective teamwork between the Board and the Executive Director, the Representation Executive Council and the Executive Director, and between the Executive Director and staff
- Act as a spokesperson for the organization on operational issues
- Enhance the Association's profile by representing SAMRU at relevant student and University functions

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Association
- Oversee the efficient, innovative and effective day-to-day operation of the Association that meet the expectations of its Board and membership
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies
- Provide support to the Board as an ex-officio member
- Work collaboratively with the Representation Executive Council on various issues and projects

Program planning and management

- Oversee the planning, implementation and evaluation of all programs, services, business operations and management
- Ensure that the programs and services offered by the Association contribute to the Association's mission, support MRU students and reflect the priorities of the Board and membership

Human resources planning and management

- Provide organizational leadership to a team of about 30, including six direct reports
- Determine staffing requirements for organizational management and program delivery
- Establish a positive, healthy and safe work environment, in accordance with all appropriate legislation and regulations
- Oversee a performance management process for all staff which includes monitoring the performance of staff on an on-going basis
- Coach and mentor staff as appropriate to improve performance

Financial planning and management

- Work with staff and the Board to prepare a comprehensive budget
- Negotiate contracts and oversee expenditures within the authority delegated by the Board
- Ensure sound bookkeeping and accounting procedures
- Oversee administration of the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation
- Research funding sources and oversee appropriate funding proposals to support MRU students

Community and Student Relations and Advocacy

- Communicate with stakeholders, including the Student Governing Board, the Representation Executive Council, SAMRU's members, MRU, and external bodies to keep them informed of the work of the organization and to identify changes and growth opportunities
- Establish good working relationships and collaborative arrangements with all stakeholders

Risk management

- Identify and evaluate the risks to the association, its staff, board and stakeholders which may affect property, finances, reputation, and image and implement measures to control risks
- Ensure that the Student Governing Board and the organization carries appropriate and adequate insurance coverage

About the Candidate:

Who you are:

- A team builder that is able to collaborate, mentor and foster teamwork amongst a dedicated team of professionals to set goals, resolve problems and make decisions that enhance organizational effectiveness and achieve results that are in the best interest of the Association and its members
- A passionate leader who will work with, influence, and champion the ideas of a group of energetic student leaders
- A confident and accountable decision-maker able to determine a situation's importance, urgency and risks, and make clear and timely decisions in the best interests of the organization
- A committed advocate for diversity who can bring initiatives together to drive change to bring the organization forward
- A strong communicator and problem solver who speaks, listens and writes in a clear, thorough and timely manner
- A principled negotiator, who brings openness to student perspectives, but remains assertive in protecting the organization's legitimacy and future sustainability
- A strong mentor who is able to work with a diversity of individuals who bring differing priorities, characteristics and perspectives
- A flexible and versatile innovator, able to adapt to a changing work environment while maintaining effectiveness and efficiency
- A model of ethical behaviour and business practices, who ensures high standards of credibility, transparency, and accountability consistent with the values of the association
- A diplomatic consensus builder who consistently works towards maintaining positive working relationships with others, both internally and externally, to achieve the goals of the association
- A strong organizer who will set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities
- A strategist that will assess options and actions based on changing trends and conditions in the environment, and the vision and values of the organization

What you bring:

- Proven skill in developing and maintaining internal and external relationships, preferably within a student environment
- Collaborative leadership skills, with at least five years leading a complex team and overseeing a multi-million dollar budget
- Financial and business acumen, including budgeting experience
- Ability to identify and evaluate opportunities for growth and improvement
- Experience working within a responsive and dynamic organization; experience implementing innovative changes

- Significant understanding of governance and ability to achieve goals while reporting to and working with a board of directors
- Experience with developing and implementing membership engagement and communication strategies
- Commitment to supporting and advocating for post-secondary students
- Significant understanding of the post-secondary education environment, including the role of student associations
- Relevant postgraduate education (master's degree), or equivalent

Interested in learning more and think you have what it takes?

FOR MORE INFORMATION, PLEASE CONTACT:

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SAMRU is an equal opportunity employer. Successful candidates will be required to obtain a Criminal and Credit Background Check.