

ST. THOMAS UNIVERSITY STUDENT'S UNION



OPEN POSITION: SRC RECORDING SECRETARY

"SRC": Students Representative Council

Application open: July 3rd, 2023

Deadline: July 21st, 2023

Completed applications include:

- Completed STUSU Employment Application Form - [FOUND HERE](#)
- Cover Letter
- Resume

Submit to: Vice President Administration Ahmik Burneo at su_vpadmin@stu.ca with email **subject line: [Last name]_[Opening job title]**

Terms of Employment: part time, September - April 2024, 5 hours/ week.

Wage: \$16-\$19 per hour

Requirements & Expectations:

- Strong professional ethics;
- Strong time management & organizational skills;
- Strong written communication skills;
- Excellent attention to detail;

Job Description:

Report to: Vice President Administration.

The Recording Secretary of the Students' Representative Council shall be supervised by the Vice President Administration and shall:

(a) record minutes of all regular and special meetings of the SRC;

- (b) attend all regular and special meetings of the SRC;
- (c) distribute the minutes to all members of the SRC within seventy-two (72) hours of the meeting for approval;
- (d) upon approval, make available to the Members the minutes; and
- (e) assist the Chairman in the efficient administration of meetings of the SRC.

All students are encouraged to apply even if they don't meet all the requirements.

**THE ST. THOMAS UNIVERSITY STUDENTS UNION IS COMMITTED TO THE PRINCIPLE
OF EMPLOYMENT EQUITY.**