



## **Mount Allison Students' Union**

*From OP 04 – Human Resources, Section 3*

*Updated January 30<sup>th</sup>, 2023*

1. The **Campus Life Coordinator** shall:
  - a. Serve a term of office from the first of September to the thirtieth of April;
  - b. Assist the Vice President, Student Life with the administration of Social Caucus and communication with Residence Executives;
  - c. Assist the Vice President, Student Life with the administration of Clubs & Societies on campus, including constitutions, training sessions and the Clubs & Societies Fairs;
  - d. Complete tasks as required by Council and the MASU as assigned by the Vice President, Student Life;
  - e. Report to the Vice President, Student Life;
  - f. Attend the annual MASU Jobs Fair;
  - g. Attend the annual MASU Training Day in the winter semester;
  - h. Not be an Officer of the Students' Administrative Council, as defined in Paragraph 12 of the General By-Laws;
  - i. There is an honorarium with this position; and,
  - j. A final report is required to be submitted to the Human Resources Manager.