

Timmins Campus Life Coordinator

Similar to the Vice President positions, the duties and responsibilities of the Brampton & Timmins Campus Life Coordinators shall include, but not be limited to:

- Each shall be responsible for developing, coordinating and administering the AUSU communication and marketing strategies in conjunction with the AUSU Executive Committee and Communications Officer to maximize members' awareness of the union, its objectives, services, events and campaigns for each of their respective campuses
- Each shall act as the liaison between AUSU Brampton, and AUSU Timmins respectively, its members and AUSU Board in Sault Ste. Marie
- Each shall be a signing officer of the AUSU Brampton and Timmins bank accounts respectively ● Each shall develop annual operating budgets for the Brampton and Timmins Campuses in coordination with the Executive Committee and under the direction of AUSU Staff when needed ● Each shall coordinate the programming and delivery of all AUSU events at the Brampton and Timmins Satellite Campuses in conjunction with the AUSU Executive Team and Program Coordinator where necessary
- Each shall be responsible for working with the Executive Committee to ensure that all Brampton and Timmins events/campaigns are planned and executed successfully
- Each shall be responsible for working with the Staff Executive Director and Finance and Accounting Technician to ensure all bank statements, income, expenses and receipts are kept in an organized manner and sent to AUSU Sault Ste. Marie on a monthly basis for bookkeeping
- Shall maintain the minimum required posted office hours per week within the academic year
- Shall attend weekly executive committee meetings and monthly board meetings as planned ● Complete other duties as required

Other Duties for Satellite Campus Coordinators

- Attendance is expected of AUSU Satellite Campus Coordinators at events and programs that support AUSU initiatives at their respective campuses. The chosen candidates are expected to fill 6-15 hours per week; service will be required from May 1st 2021 to April 30 2022. These hours are flexible and are typically required to be filled between the hours of 9:00 am to 4:00 pm Monday through Friday, and some evenings. These are paid positions with Extended Health & Dental Benefits. Remuneration is \$15.00 an hour, with in lieu hours instead of paid overtime.