

Job Description

Job Title:	Societies Relations Coordinator
Department:	Waterloo Undergraduate Student Association
Reports To:	Director, Student Engagement
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	July 2023

Primary Purpose

The Societies Officer will support the operation of the student societies at the University of Waterloo. The student societies are autonomous organizations that operate under the Waterloo Undergraduate Student Association's liability insurance, and consequently are responsible for adhering to certain processes and procedures.

Key Accountabilities

Student Group Management

- Provides day-to-day support, advice, and direction to the student societies and their sub-societies
- Ensure compliance with policies and procedures related to club operations as outlined by WUSA, the Occupational Health and Safety Act of Ontario, the Alcohol Gaming Commission of Ontario, and the University of Waterloo
- Addresses and mediates any issues related to the student team dynamics, performance, and accountability
- Supports promotion and engagement of constituencies during elections processes
- Responsible for decision-making and problem-solving related to ~1000 student-run events annually
- Will understand and adhere to protocol set out by WUSA's insurance provider pertaining to student-run events
- Ensure the student societies are adhering to the Societies Memorandum Of Understanding (MOU)
- Be familiar with the contents of the student society constitutions and ensure the students societies are adhering to their own constitutions
- Encourage and support facilitation of collaboration between student societies
- Create and deliver an onboarding and training plan for new student society executive/teams, including updating the Societies Resource Manual, updating service standards as needed
- Provide strategic planning support to societies as needed

Research and Advocacy

- Works collaboratively with staff from other departments across campus, including the student engagement staff in the faculties including satellite campuses, and student volunteers, with the purpose of representing and working for what undergraduate students at the University of Waterloo view as important and meaningful in their student life experience
- Identifies challenges or issues students face and works with other staff in WUSA and across campus to advocate for solutions
- Reviews research from campus partners and other post-secondary institutions regarding current trends and best practices in the larger student life experience, implementing these best practices with respect to student groups where possible and relevant

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- Facilitates meetings of the Committee of Presidents, including but not limited to agenda and presentation creation, scheduling, and sourcing presenters
- Find and assess new opportunities and/or technologies that could benefit the societies

Logistics Management

- Responsible for clearly communicating with student groups and preparing them with the knowledge, tools, and resources necessary for meeting expectations related to governance, accounting, elections, events, risk management, and space management
- Receives and processes all Society Event Forms, including but not limited to handling room bookings, ensuring contractual agreements are appropriate and in place, and doing a risk assessment
- Regularly monitors the information on WUSA's Societies web page to ensure it is correct and relevant
- Facilitate society engagement within other areas of WUSA, including but not limited to: Advocacy, Accounting, Governance, IT, Orientation, Services, Clubs & Societies Days
- Monitors student societies accounts and websites for any gaps in communication
- Handle requests for room bookings, charter bus logistics, external venue rental contracts, other aspects of event planning, as needed
- Maintain and update a master contact list of societies and sub-societies executives

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- University degree required in related field (e.g., Recreation & Leisure, Higher Education and/or Student Services).
- A combination of education and/or experience will be considered.

Experience

- At least 2 years of volunteer management/previous staff supervision experience in a student leadership capacity
- Familiarity with student societies at the University of Waterloo is an asset
- 2 years experience planning and executing events, ideally with some large events
- An understanding of risk assessment and management in student activities
- Sound understanding of typical equity, diversity, inclusion, and anti-racism matters in a university setting
- Experience with strategic planning in a student environment is an asset

Knowledge/Skills/Abilities

- Competencies will include analytical thinking, volunteer management, budgeting, interpersonal, organizational and communication skills.
- Should have experience communicating to a diverse audience through various mediums and should have experience creating and facilitating information sessions.
- Should demonstrate excellent attention-to-detail, as the nature of the position includes managing and booking resources that are required for successful programming.

Nature and Scope

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- **Contacts:** The incumbent is expected to maintain a significant and positive working relationship with many campus partners, including the student experience/relations coordinators in each faculty, the student societies, and many departments within WUSA.
- **Level of Responsibility:** The position is responsible for communicating the expectations of WUSA to all student groups within the Student Societies.
- **Decision-Making Authority:** Responsible for identifying concerns/problems with student-made decisions and supporting problem-solving with the student groups.
- **Physical and Sensory Demands:** Demands typical of an administrative work environment. WUSA is a hybrid work from campus/home organization. The day-to-day demands of the role will dictate the hybrid work schedule. Due to the nature of the office environment, regular disruptions are expected to occur. Occasional physical labour related to event and storage management may be requested.
- **Working Environment:** Minimal exposure to disagreeable conditions. Evening and weekend work may be required throughout the year. Time in lieu is provided for approved overtime work hours