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| MSU-logo-2001 | JOB DESCRIPTIONPart Time Manager |

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| **Position Title:** | **Spark Coordinator** |
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| **Term of Office:** | May 1 – April 30 |
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| **Supervisor:** | Executive Board through Vice President (Administration) |
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| **Remuneration:** | D3 |
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| **Hours of Work:** | 10 to 12 hours per week |

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| **General Scope of Duties** |
| The Spark Coordinator will be responsible for planning and implementing Spark, the MSU’s first year success program. The job responsibilities are diverse, including consulting and then planning the topics and activities for weekly sessions, allocating and accounting for a moderately sized budget, doing outreach to recruit upper-year volunteers and first-year students, and managing a team of student volunteers throughout the year. This position requires a well-rounded individual with a demonstrated passion for first year success. Strong organization, creativity, and leadership are some key skills that are required for this position. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 45% | * Recruit, train, and supervise all volunteers, including preparing them during the academic terms for the upcoming week’s session themes, activities, and questions through weekly meetings;
* Develop a year plan for the weekly activities, discussion topics, and reflection questions for all sessions;
* Organize first year students into session groups;
* Schedule optimal meeting times for session groups
* Address any concerns or questions from volunteers and first year students;
* Book appropriate space on campus for sessions and other events;
* Ensure that the goals of the program are being fulfilled by volunteers;
* Ensure that the fundamental goals of the program are being fulfilled by all volunteers;
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| Financial & Budgeting Function  | 10% | * Work with the Vice-President (Finance) to meet the financial needs of the service;
* Prepare Purchase Orders (POs) and Standing Orders as required, reviewing the Spark Bill Folder weekly;
* Maintain constant communication with the Vice-President (Finance) on financial matters, including undergoing a budget review process;
* Review the general ledger entries and monthly statements to ensure transactions have been properly recorded
* Maintain proper records of POs and transactions
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| Communications Function  | 20% | * Communicate with all needed campus and community resources;
* Coordinate contacts to promote Spark events with MSU services, McMaster campus organizations, and the surrounding McMaster community;
* Participate in monthly Part-Time manager meetings
* Prepare for submission to the Executive Board (EB) a detailed year plan (summer) and two reports per term;
* Ensure website is updated regularly.
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| Advertising & Promotions Function  | 20% | * Promote the Spark program to members of the McMaster community during various campus events;
* Utilize the appropriate MSU departments to promote the Spark program on campus (i.e. The Silhouette, CFMU, MSU Almanac, Underground Media & Design, Compass Information Centre, etc.);
* Work with the Student Life Development Coordinator and MSU Underground on branding and design of printed materials.
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| Other  | 5% | * Participate in a performance evaluation process set out by the Vice-President (Administration);
* Responsible for other duties as assigned by the Vice-President (Administration);
* Provide transition for the incoming Spark Coordinator.
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| **Knowledge, Skills and Abilities** |
| * Knowledge of campus services
* Strong organizational and administrative skills
* Creativity and problem-solving skills
* Organizational and time management skills to coordinate and run interviews, training, and weekly meetings with volunteers
* Ability to communicate between multiple groups
* Strong interpersonal skills required for conflict resolution and mediation
* Experience with facilitating meetings and Spark sessions is an asset
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| **Effort & Responsibility** |
| * Effort required to integrate individuals and groups on campus
* Working within tight deadlines on a regular basis
* Good judgment required to make financial decisions for the department
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| **Working Conditions** |
| * Shared office space
* Time demands may exceed stated hours of work
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| **Training and Experience** |
| * Previous management/supervisory experience required
* Previous event/conference planning experience is an asset
* Demonstrated involvement in mentorship or leadership programming is an asset
* Participation in the annual MSU Management Trainings required (provided)
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| **Equipment** |
| * Use of personal computer is preferred
* Shared office computer
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