



# JOB DESCRIPTION

Volunteer

**Position Title:** MSU Macademics - Student Recognition Awards Coordinator

**Term of Office:** September 1 to April 30

**Supervisor:** MSU Macademics Coordinator

**Remuneration:** Volunteer

**Hours of Work:** 4-6 hours per week

## General Scope of Duties

Under the direction of the MSU Macademics Coordinator, the Student Recognition Awards Coordinator is responsible for chairing all MSU Awards committees and overseeing the selection of each MSU Award winner. This may include, but is not limited to: the promotion and facilitation of the nomination periods, collecting nominations, evaluating nominees through nomination packages, assembling the committee for each award based on the award's committee requirements, and supporting each committee as they choose who will receive the award.

## Major Duties and Responsibilities

Category	Percent	Specifics
Communication Function	65%	<ul style="list-style-type: none"> <li>▪ Assemble each MSU Award Committee based on the award requirements and the MSU Awards Operating Policy</li> <li>▪ Chair meetings for each MSU Awards Committee</li> <li>▪ As the Chair, prepare in advance of all meetings, agendas, contact the appropriate members and attendees, ensure that all members and attendees have all the documents needed for each meeting, and make certain that all required minutes are recorded and stored on the server</li> <li>▪ Communicate the nomination periods to all relevant parties</li> <li>▪ Attend MSU Macademics executive meetings weekly to keep the MSU Macademics Coordinator updated on all MSU Award-related activities</li> <li>▪ Communicate with the Administrative Services Coordinator and the Executive Assistant to ensure that they receive all the awards-related information necessary for the planning of Student Recognition Night</li> </ul>
Advertising & Promotions Function	20%	<ul style="list-style-type: none"> <li>▪ Assist the MSU Macademics Promotions Executive to run a promotional campaign during the nomination</li> </ul>

		<p>period to increase nominations</p> <ul style="list-style-type: none"> <li>▪ Liaise with the MSU Communications team to ensure that the promotional campaign is promoted on all MSU social media accounts</li> </ul>
Other	15%	<ul style="list-style-type: none"> <li>▪ Other duties as assigned by the MSU Macademics Coordinator</li> <li>▪ Attend all committee meetings</li> <li>▪ Attend all executive meetings as scheduled</li> <li>▪ Attend Student Recognition Night</li> <li>▪ Provide transition to incoming Student Recognition Awards Coordinator</li> </ul>

**Knowledge, Skills and Abilities**

- Must have organizational skills and the ability to plan ahead, as all work centers around the annual MSU Awards nomination period
- Must be able to effectively communicate over email, phone and in person
- The ability to work independently and as part of a team
- Public speaking skills in order to facilitate meetings
- Knowledge of conducting promotional campaigns is an asset

**Effort & Responsibility**

- Responsibility to attend all committee meetings
- Attention to detail
- Establish and maintain professional connections with on campus groups
- Responsible for assisting in the creation of a promotional campaign for the MSU Awards
- Responsible for ensuring selection of MSU Award recipients is carried out in an equitable manner
- Responsible for maintaining an appropriate and positive image of the MSU

**Working Conditions**

- Most work can be accomplished from the MSU committee room
- Other spaces may include on-campus offices for in person meetings
- Atmosphere is friendly and collaborative
- Majority of work falls in January and February as this is when the nomination period takes place as well as the majority of the selection committee meetings
- Time demands may exceed stated hours of work

**Training and Experience**

- Previous leadership experience is an asset
- Previous experience running promotional campaigns is an asset
- Necessary training will be provided

**Equipment**

- Personal computer