



# JOB DESCRIPTION

Part Time Staff

**Position Title:** Bridges Coordinator(s)

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

**Supervisor:** Clubs Administrator

**Remuneration:** B3

**Hours of Work:** 8-10 hours per week

**General Scope of Duties**

The Bridges Coordinator is responsible for the management of the Bridges space to foster a more inclusive environment in collaboration with Hospitality Services. Additionally, the Bridges Coordinator is responsible for helping to organize and manage a variety of events in the space, including but not limited to those that foster and promote an inclusive and diverse campus and other clubs events.

**Major Duties and Responsibilities**

Category	Percent	Specifics
Supervisory Function	40%	<ul style="list-style-type: none"> <li>Responsible for the daily operation of the Bridges safe space</li> <li>Make every effort (in cooperation with Hospitality Services) to provide foods that celebrate cultural and religious holidays</li> <li>Enforcing the rules and regulations of the Bridges Cafe</li> <li>Cultivate and organize events within the space to be an inclusive and diverse environment</li> <li>Operate the AV equipment for events in the space</li> </ul>
Financial & Budgeting Function	5%	<ul style="list-style-type: none"> <li>Inform the Clubs Administrator of any and all potential expenses related to the committee</li> <li>Retain financial information to receive reimbursement from the Clubs Administrator</li> <li>Develop a budget for the space alongside the Clubs Administrator</li> </ul>
Communications Function	25%	<ul style="list-style-type: none"> <li>Communicate frequently with the Clubs Administrator</li> <li>Interact with others in the MSU, clubs, University, and surrounding community</li> <li>Communicate with parties interested in using the space in a professional manner</li> <li>Prepare for submission, in conjunction with the Clubs Administrator, a detailed year plan (summer) and end of year report (March)</li> </ul>
Advertising & Promotions	25%	<ul style="list-style-type: none"> <li>Utilize appropriate MSU departments in conjunction with</li> </ul>

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Bridges Coordinator Job Description

Function		the Promotions Coordinator to promote the <u>space</u> and its use <ul style="list-style-type: none"> <li>Assist booking groups in the promotion of events held in the space</li> </ul>
Other	5%	Participate in transition with the outgoing Bridges Coordinator and provide transition for the incoming Bridges Coordinator.

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**Knowledge, Skills and Abilities**

- Organizational skills in order to deal with dividing space
- Leadership abilities for coordinating activities
- Public speaking skills an asset in order to facilitate meetings and deliver information in a clear and concise manner
- Ability to communicate effectively and efficiently, via email and in-person.
- Event planning skills are an asset
- Strong interpersonal skills when dealing with conflict resolution and mediation

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**Effort & Responsibility**

- Responsible for the success of events within the space
- Ensuring the space is ready and set up for events, including moving and adjusting furniture and ensuring AV equipment needed is ready

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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 experience in diversity / multicultural issues is an asset
- Participation in all MSU Training sessions required (provided)
- Experience in Word, Excel, PowerPoint, E-mail, and AV equipment is an asset

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**Equipment**

- Use of telephone resources, and administrative support

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