



Date Submitted: September 10, 2026

Reason for Submission: (Check One)

Update ☒

Re-evaluation of Position ☐

New Position, Initial Evaluation ☐

POSITION DESCRIPTION

Position Title: Coordinator, Student Organizations

Department: Student Services

Position Status: Active

Employment Type: Full-time

POSITION SUMMARY (Overview and Purpose)

The Coordinator, Student Organizations (CSO) is primarily responsible for the administrative and organizational requirements of Students' Union (SU) registered clubs and reports to the Student Organizations Specialist. The CSO is a resource provided to students by the SU and is expected to provide an excellent level of client support to a high volume of student clubs. As such, the incumbent is responsible for identifying issues and taking a proactive approach to improve service delivery.

KEY RESPONSIBILITIES

- Assist new and existing clubs with general administration related to updating and maintaining ClubHub (the SU's online community management system), collecting current club information, producing required documentation, and reporting, liaising with other university departments and outside organizations, distributing club mail, approving and processing relevant funding requests, and tracking related budgets and payments.
- Provide mentorship and guidance to developing student leaders by facilitating trainings, developing resources, responding to a high volume of email, and taking in-person appointments with club executives.
- Administer club event requests, ensuring that clubs are aware of and adhere to all relevant regulations, processing all complaints regarding club room bookings, and liaising with other offices across campus.

- Maintain risk management and insurance procedures related to on and off-campus club events (e.g., communicates SU policy, creates and collects waivers, requests and collects Certificates of Insurance, and liaises with external insurance providers and relevant SU staff as required).
- Assist in the recruitment, hiring, training, supervision, and evaluation of the Student Organizations Assistant.
- Plan and coordinate club programs and events such as Clubs Week (fall and winter), Club training programs (fall and winter), and the Club Awards event.
- Maintain all club communications such as annual updating of the online Clubs Manual, weekly newsletters, pamphlets, and website, and ensuring that any SU policies and operational guidelines that impact clubs are disseminated in a timely fashion.
- Maintain and meet club space requirements (workrooms, lockers, and all other areas of the East and West Clubs Areas).
- Assist in the disbursement, collection and publishing of information related to annual reporting requirements for clubs.
- Coordinate and administer the Eric Lahoda Memorial SU Clubs Scholarships and Club Awards, including assisting the PS Committee with candidate vetting.

RECOMMENDATIONS, DECISIONS AND AUTONOMY OF ACTION

As the CSO is the primary point of contact between clubs and the Students' Union, they are expected to be proactive in identifying and assessing potential issues and problems that could emerge between or among these groups. However, new or emerging issues are referred to the Student Organizations Specialist & Senior Coordinator, Student Engagement for assistance with interpretation and advice before a course of action is formulated and implemented.

The CSO typically works with minimal supervision on general work assignments that utilize established methods, standard practices and/or well-defined precedents. Day-to-day work requires independent judgment in handling a variety of problems and situations. Judgment is mainly operational, in that choices are generally made as to what and how the operations are completed. Reasoning is required to select a practical course of action. The position may also influence approaches related to new operational issues utilizing experience, creativity, and independent judgment.

Situations that impact customer service, are of a politically sensitive nature, or have potential to attract media or community attention are referred to the Director Student Services.

INFLUENCE – INTERNAL/EXTERNAL

Internal Contacts: VP Internal, Marketing & Communications (posters, promotional materials), Conference & Events (liaise regarding club bookings and events), Accounting (process and track club funding), IT (website), Stor (popcorn machine and purchasing club pop), Facilities (club space maintenance and keys), Policy Analyst (club bylaws and procedures).

External Contacts: University Conference, Accommodations and Events (campus wide club bookings), Alumni Association (events), Kinesiology Client Services/Active Living (gym bookings), Haskayne School of Business (business clubs), Schulich School of Engineering (engineering clubs), Centre of Career & Personal Development (club professional development), Marsh (club insurance), University Risk Management (club risk management), Anthology (Club Hub oversight).

WORKING CONDITIONS

The CSO works in a satellite, high-traffic office environment and is subject to a high degree of interaction with club members along with frequent interruptions to administrative work.

REQUIRED COMPETENCIES

- Strong administrative and technical proficiency to support the daily transactional requirements of clubs, and to manage records, budgets, meetings, and minutes/policies related to the Clubs Committee.
- Exceptional time management and multi-tasking skills to meet daily work deadlines, ongoing club program commitments, and emerging priorities.
- Well-developed written and verbal communication skills to ensure self and others have a clear understanding of plans, activities, issues and other relevant information, and to ensure information is shared in an effective and collaborative manner.
- Demonstrated influencing and mentorship skills to assist elected officials and student staff in achieving positive outcomes.
- Superior interpersonal skills to interact positively and professionally with students from diverse backgrounds as well as members of the SU, University, and external community.

EDUCATION AND EXPERIENCE

Minimum Requirements: A university degree or a diploma in a related field with 1-2 years of relevant experience. An equivalent combination of education and experience would be considered.

Previous experience working within a post-secondary educational environment is preferred. A background working with community boards or student groups, as well as project/event planning, or administrative experience would be an asset.