

Black Students' Alliance

Administrative Director

The goal of Black Student Alliance is to create an avenue for black students and all students who support the black experience, to feel a sense of community on campus. This organization will provide support for all black students on campus regardless of nationality, culture, religion or ethnicity. Our goal is to increase black representation on campus and to ensure that all black students can be heard and supported with their academic and communal endeavours. We aim to foster an inclusive space on campus where black students can express themselves and discuss issues alongside allies. This includes political, economic, and social issues affecting the black community. Our goal is to create legacy by engaging in discourse surrounding topics such as: mental health, world issues, campus issues, black representation on campus, racism, whiteness and beyond.

Responsibilities:

Obligations of the Administrative Director are to organize the legal paperwork of the board and work closely with the President/Co-Presidents. This person is tasked with overseeing all Carleton University and BSA documents. These documents include, but are not limited to external documentation, permits, receipts, maintaining records of the Black Student Alliance, and financial documents that are required for the facilitation of the organization. This position is also tasked with organizing meetings, booking potential locations/venues, securing dates/times for events, updating the organization calendar and keeping record of membership documents. This position holder will have shared access to the organization email and legal paperwork.

Requirements:

- Undergraduate Carleton University Student
- Time management and organization skills are essential
- Experience in administrative work an asset
- Ability to work well with others (including other members on the team and others in leadership roles)

How to Apply:

Please submit a cover letter and resume that details your unique skills and experience. Please also include your availability for an interview between August 1st - August 6th, 2023. Applicants can email their cover letter, resume, and availability to

clubs@cusaonline.ca with the subject line: Black Students' Alliance Administrative Director.

Applications will close at 4:00pm on July 31st, 2023.