

Carleton University Nigerian Students' Association

Secretary

The Carleton University Nigerian Students Association is strongly committed to building a network of Nigerians both at Carleton and beyond. Through this network, it will seek to promote awareness of Nigerian issues. Furthermore, the Association, in collaboration with the larger African community, will work to promote social activism among Nigerians.

Responsibilities:

The Secretary is responsible for the general oversight and management of the Carleton University Nigerian Students Association internal affairs. They handle and oversee all Communication between CUNSA and other organisations, as well as the curation and documenting of team meetings. They are responsible for the coordination of internal communication between the executives, and work with the presidents and other executives to ensure the smooth running of the association.

Requirements:

- Undergraduate Carleton University Student
- Time management and organization skills are essential
- 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 September 21st - September 28th, 2023. Applicants can email their cover letter, resume, and availability to clubs@cusaonline.ca with the subject line: Carleton University Nigerian Students' Association President.

Applications will close at 4:00pm on September 28th, 2023.