



Campus Engagement Manager

The ASU is a not-for-profit organization that provides services, events, societies and advocacy work, along with much more, for the students at Acadia University. The ASU is an organization led by students, for students. It consists of over 60 employees and many more volunteers. The Acadia Students' Union story has been shaped and crafted since 1967 by you, the students. That's why we work every single day to support you in creating your story.

General:

Reporting to the General Manager the Campus Engagement Manager will be focused on the development and support of programming, activities and the promotion for annual ASU events, Internal Organizations, and Student Organizations. This position will also ensure the Student Union Building remains a safe and welcoming space for the Acadia community.

Principle Responsibilities:

Internal Organizations (IO) Coordination

- Support the VP Student Life in recruitment, hiring, orientation and training of IO volunteers
- Coordinate operational needs including access and e-mail.
- Ensuring membership awareness of IOs by facilitating with IO volunteers regular communications and publicity campaigns
- Identifies concerns by surveying conditions and recommending actions.
- Conduct annual reviews of each IO and present report outlining strengths, areas for development and improvement.
- Be the primary support for IO program coordination, including regular budget review and operating requests.
- Be responsible for the overall health & safety within all areas under the Campus Engagement Manager, remit and ensure all risk assessments are completed, and safety policies complied with.

Student Organizations (SO) Coordination

- Maintaining policies and procedures for SOs and their activities.
- Make recommendations to VP Student Life and General Manager on club issues including SO policy, ratification and de-ratification of SOs, and events and liability.
- Facilitate the application process for the annual ratification of SOs. Ensure each student organization has a working constitution and be knowledgeable on each.
- Act as Risk Management agent for SOs. Organize annual risk management awareness orientation for SO executives. Educate SOs on all matters concerning risk management.
- Contributes to a dynamic campus community by assisting SOs with their special events, including cultural and support events, and awareness weeks (e.g. space requests, technical support, budgeting, etc.).
- Maintains historical information and accurate records of the ongoing operations of SOs.

ASU Facilities

- Develop and be responsible for the ASU Facilities budget.
- Responsible for booking room reservations for internal and external clients.
- Ensuring good general order and appearance of the facility as it applies to overall cleanliness and room conditions; acting as primary contact for ASU Custodian, Physical Plant Services and Sodexo.
- Coordinates, oversees and/or manages repair and maintenance work assignments performed by technicians, vendors and contractors performing building maintenance.

General

- Contributes to team and organizational success by accomplishing related results as needed; maintaining positive flow of information; working independently or as part of a team (depending on project requirements); carrying out special projects and performing other related duties as required; exercising judgment and initiative. Performs all other job-related duties as directed by the General Manager.

Qualifications

- Post-secondary degree, diploma, or certificate in a related field is considered an asset
- Minimum of three years' experience working in a university or similar setting is considered an asset
- Previous experience in planning and coordinating special events
- Proven ability to coach, mentor, and support student development
- Excellent interpersonal and human resource skills
- Strong organizational, financial management, and problem-solving abilities
- Punctual, enthusiastic, energetic, and outgoing

For further information or to request a detailed job description, please contact Alicia Johnson at alicia.johnson@acadiau.ca

Hours: Work schedule will be Monday through Friday with the occasional evening and weekend as needed

Salary: Starting salary of \$54 743

Benefits: Three weeks vacation increasing with years of service, (additional two-week holiday break in December), Health and Dental package, annual \$250 Wellness Fund, RRSP matching program after one year, and a hybrid work schedule during the summer.

To Apply: To apply for this position please e-mail your Cover Letter, resume and references to ASU General Manager at Alicia.johnson@acadiau.ca

Application Deadline: July 4, 2025

Please be advised that only those invited for an interview will be contacted. The Acadia Students' Union reserves the right not to fill this position.

The Acadia Students' Union welcomes the contributions that individuals from traditionally marginalized communities, as outlined under the prohibited grounds for discrimination in the Nova Scotia Human Rights Act, bring to our organization. Marginalized communities include racialized people; Indigenous people; women; lesbian, bisexual, gay, transgender, and queer people; and people with disabilities. We encourage applicants to self-identify in their cover letter or application if they are a member of a marginalized community.
