



## JOB DESCRIPTIONS

### Main Campus Residents' Council Job Overview

**POSITION:** Vice-President (Operations)

**POSITION SUMMARY:**

Reporting to the President, MCRS, the incumbent is responsible for the co-ordination of inter-house events, operation of service activities and administration of the operational functions of the Main Campus Residents' Council.

**DUTIES AND RESPONSIBILITIES:**

1. Be responsible for the co-ordination and promotion of inter-House events.
2. Be responsible for the administration and operation of all service activities undertaken by the MCRC, such as the Front Desk services.
3. Be responsible for coordinating all the meetings and activities of the General Assembly and Executive Board including the timely publishing and distribution of meeting minutes.
4. Be the Secretary of the Society.
5. Be responsible for all communication functions of the MCRC, including the publicity of General Assembly meetings and other various MCRC activities, as well as the approval of Posters.
6. Be responsible for the maintenance of the MCRC Office and the Resource Room.
7. Maintain a positive image for the MCRC within residence and the greater community through a coordinated and deliberate communications strategy.

**SKILLS AND EXPECTATIONS:**

Excellent organizational skills to co-ordinate a number of activities and/or projects, simultaneously, while under pressure and with diverse demands. Attention to accuracy and detail is important. Experience in team management is important.

Strong interpersonal and excellent oral and written communication skills.

Demonstrated motivational ability.

Proven ability to work collaboratively on a team or independently, as required.

Non-traditional hours of work, including some evening and weekend time.

Attendance at all meetings of the MCRC, and relevant committees, as required.