



**The University of Saskatchewan Students' Union  
Is accepting applications for:**

**STUDENT CREW/SAFEWALK COORDINATOR**

(Part-time for December 2021-April 2022 with the possibility of extension of one year)

Reporting to the Business and Services Manager, the Student Crew/Safewalk Coordinator is responsible for coordinating all aspects of Student Crew and Safewalk. Duties include, but are not limited to:

**Responsibilities:**

- Recruit, hire, train, discipline, and the overall administration of Student Crew employees and Safewalk Volunteers
- Organize Student Crew employees to work at various events on and off-campus
- Liaise with Murray Library management in regards to the Late-Night Study program
- Submit user billing forms after each function for invoice preparation
- Attend regular meetings to report on the operation of Student Crew and Safewalk
- Develop and maintain working manuals for all employees and volunteers
- Advertise and promote the Safewalk program
- Track statistics and maintain adequate records

**Qualifications:**

- Must be a current U of S undergraduate student
- Thorough knowledge of the campus environment, including the USSU, the U of S campus, its activities and departments
- Supervisory experience is an asset
- Strong time management and organizational skills
- Previous involvement in Student Crew and/or Safewalk is an asset
- The Student Crew/Safewalk Supervisor will be required to work non-conforming hours
- Ability to work well as a member of a strong team
- Ability to work independently but in consultation with others
- Discretion, tolerance, patience, flexibility, and friendliness are definite requirements

Please submit a resume, including references, by 4:30pm on November 30, 2021, by email to: [jkovitch@ussu.ca](mailto:jkovitch@ussu.ca)

*The USSU thanks everyone who has expressed an interest; however, only those selected for an interview will be contacted.*