



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

STUDENT CREW COORDINATOR

(Part-time/one-year term with the possibility to reapply for a second term)

Reporting to the Business and Services Manager, the Student Crew/Safewalk Coordinator is responsible for coordinating all aspects of the Student Crew service. This position is a part-time, term position running from mid-August 2025 to April 30, 2026 (with the possibility of reapplying for a second term) and working 15 hours per week. The Student Crew Coordinator is responsible for the following:

Responsibilities:

- Recruiting, hiring, training, disciplining, and the overall administration of Student Crew employees
- Organizing Student Crew employees to work Late Night Study in the Murray Library and Law Library, as well as at various events on and off campus
- Liaising with Murray Library management in regards to the Late Night Study program
- Submitting user billing forms after each function for invoice preparation
- Attending regular meetings to report on the operation of Student Crew
- Developing and maintaining working manuals for all employees and volunteers
- Tracking statistics and maintaining adequate records
- Preparing regular activity reports and attending regular centre meetings
- Creating a welcoming and safe space for all students and the campus community

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 is an asset
- The Student Crew Coordinator may 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, via email by 4:30 pm on March 11, 2025 to:

Business and Services Manager
University of Saskatchewan Students' Union
E-mail: jkovitch@ussu.ca

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