



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

HELP CENTRE COORDINATOR

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

Reporting to the USSU Business & Services Manager, the Help Centre Coordinator coordinates all aspects of the Help Centre ensuring that it supports, gives direction, services, and provides information to undergraduate students at the University of Saskatchewan. This position is a part time term position working 20 hours per week from May 1, 2026 - April 30, 2027 (with the possibility for a second term). The Help Centre Coordinator is responsible for the following:

- Peer support and peer education
- Recruiting, hiring, training, scheduling, and leading a team of volunteers to contribute at the Help Centre
- Co-managing the USSU Centre Discord with other coordinators
- Assuming responsibility for the conduct and actions of all volunteers working at the centre, on Centre Discord, or on centre programs
- Planning and executing centre events throughout the year
- Organizing training sessions for centre volunteers
- Promoting the operation, services and activities of the Help Centre in particular and the USSU in general
- Tracking statistics and maintaining adequate records
- Ensuring all activities of the Help Centre fall within the mandate of the USSU
- Preparing regular activity reports and attending regular centre meetings
- Creating a welcoming and safe space for all students and the campus community

Knowledge, Skills, Requirements:

- Must be a current undergraduate student at the University of Saskatchewan
- Thorough knowledge of the campus environment including the Students' Union organization, the University of Saskatchewan campus, its activities
- Proven leadership skills
- Knowledge of mental health issues, specifically those issues affecting U of S students
- Exceptional organizational and communication skills.
- Experience in volunteer management or leadership programs would be an asset
- Experience with budgets and programming events

- Ability to work well as a member of a strong team
- Ability to work independently but in consultation with others
- Discretion, tolerance, patience, flexibility & friendliness are definite requirements
- Training including Mental Health First Aid and SafeTALK would be an asset
- Competence in managing social media accounts across platforms

Please submit a resume, including references via email by 4:30pm on March 6, 2026 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.