

Student United Way Coordinator Job Description

GENERAL ACCOUNTABILITY

Reporting to United Way Staff, the United Way Coordinator is responsible for assisting with various facets of the administration and promotion of United Way on campus. The goal of this position includes the achievement of a high standard of awareness regarding United Way/Centraide Windsor-Essex County which will facilitate positive and directed student development.

NATURE and SCOPE

This is a part-time student position during the academic year. The Student United Way Coordinator is an upper year student possessing experience in event planning and engagement. The incumbent is also responsible to design, promote and implement campus wide United Way engagement for all students.

BASIC FUNCTION

- A. Promote United Way and what they do in the community on campus through coordinating and implementing awareness materials and engagement activities as required.
- B. Chair a student United Way committee to assist with the activities
- C. Other duties as assigned.

SPECIFIC ACCOUNTABILITIES

A. Promote United Way Through Educational Materials and Events

1. In conjunction with the United Way Staff and the Campus United Way Committee, the Coordinator will:
 - (a) Provide United Way education on campus.
 - (b) Develop and implement campus wide awareness activities and events specifically designed as a part of designated University of Windsor United Way Campaign
 - c) Engage students through a United Way Student Committee
 - (c) Ensure that consistent communication is available throughout the academic year through the provision of at least:
 - United Way inclusion in Commuter and Residence Orientation Packages by coordinating and implementing these packages through different department heads and faculties on campus
 - Identifying University of Windsor affinities to United Way programs for the purpose of awareness of what United Way does in the community [e.g. posters, bulletin boards, media on campus]
 - (d) Submit updated content for the University of Windsor United Way web page, plus update and maintain social networking sites such as Facebook
 - (e) Complete and maintain a programming portfolio to include details related to events and awareness activities development, implementation and evaluations of each event and awareness activity completed.
 - (f) Submit articles related to United Way to the Lance, Student Daily News, Residence Life Line UWSA – The Pulse, Student 101 and other forms of media on campus.
 - (g) Promote United Way education through training and promotional opportunities (e.g. Student Leadership training, Residence Life Staff training, Health Fair)

B. Fulfill Duties Related to the Position as United Way Coordinator

1. Communicate ongoing status with United Way staff when coordinating activities.
2. Attend the University United Way Committee once per month, and submit a report at the end of each semester via email to the United Way Staff and Committee members.

3. Create and chair a student committee to assist with development and implementation of student engagement and awareness activities
4. Understand and know the United Way and its relationship to the University of Windsor.
5. Act as a United Way resource and support to student leaders on campus.
6. Maintain a standard of conduct which serves as a model to University of Windsor students by getting involved and participating in residence, campus and community events.
7. Assist in the facilitation and coordination of the campus wide United Way campaign. This position excludes canvassing of University of Windsor staff and faculty. -
8. Maintain a comprehensive handbook describing all duties and tasks accomplished throughout the term served. This includes events, awareness activities, key dates, contacts, roadblocks, and successes. This is updated yearly.

C. Term of Appointment and Remuneration

The Student United Way Coordinator must:

- be a University of Windsor student
- have strong administrative experience and organizational skills
- have demonstrated ability to work independently on a variety of projects
- have excellent computer and communication skills
- possess strong interpersonal skills and a willingness to support and an openness to persons of diverse backgrounds and belief
- be a supporter of United Way
- take part in a performance review leading to the second semester
- expect to work a minimum of 10 hours per week

Additionally:

- The incumbent may be required to work evenings and some weekends
- The Honorarium consists of \$2,500 at the successful completion of each semester

The position is a 9 month position from August 2011– April 30/12.

**Interested applicants should forward a resume supporting their qualifications by April 10, 2012 to:
Manager, Resource Development**

**United Way Windsor-Essex County
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