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**URSU HANDBOOK  
COORDINATOR  
JOB DESCRIPTION, SPRING 2010  
UNIVERSITY OF REGINA STUDENTS' UNION**

**REPORTS TO:** Assistant General Manager

**BASIC FUNCTION:** Working under the supervision of the Assistant General Manager, the URSU Handbook Coordinator is responsible for compiling content for the 2010-11 URSU Handbook, especially the sale of advertised space.

**SALARY/WAGES:** \$ 9.31 per hour plus commission based on CUPE 1486 Contract

**TERM:** May 1, 2010 to mid-late July, 2010

**HOURS:** Full Time (35 hours/week)

**PRIMARY DUTIES & RESPONSIBILITIES:**

- .. Contact prospective advertisers and solicit advertisements for the 2010-11 edition;
- .. Tracks and invoices all sales of advertisements;
- .. Liaise with advertisers, ensuring that all needed content from advertisers is received and included in the 2009-10 edition;
- .. Write/Edit/Collect content from URSU, the University and all interested campus-based groups whose information is to be included in the 2010-11 edition;
- .. Assist with and advise on issues of layout, theme, style, etc;
- .. Ensure accuracy of proof copies of handbook before printing.
- .. Assist with the distribution of handbook amongst the student population

**PRINCIPAL WORKING RELATIONSHIPS:**

- .. Works directly with the Assistant General Manager and Information & Technical Services Coordinator to create the layout and place the content and advertisements of the 2010-11 edition;
- .. Works directly with the URSU Executive & Staff, University Departments, Campus Groups and advertisers to ensure content is accurate, up to date and correctly laid out.

**QUALIFICATIONS**

- .. Business, Journalism, Education, Liberal Arts specialization is preferred;
- .. Member of the University of Regina Students' Union;
- .. Excellent oral and written communication skills;
- .. Thorough knowledge of marketing and strong skills in selling advertising (over the phone and in person)

- .. Ability to work within solid deadlines;
- .. Must have strong organizational skills and be self-motivated.

**PLEASE SUBMIT RESUMES BY MARCH 01, 2010 TO:**

University of Regina Students' Union

Attn: Peter Jelinski

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