

# Class Liaison Director

## Job Description



<b>Title of Position</b>	<b>Class Liaison Director</b>
<b>Portfolio</b>	VP Academic Portfolio
<b>Position Summary</b>	The Class Liaison Director is responsible for coordinating all class liaisons of undergraduate commerce courses
<b>Time Commitment</b>	Summer: Availability minimally required School Year: Training sessions for class liaisons (around 5 hours per week in September/October); Evaluating feedback forms, especially during second semester in April (approximately 25 hours per semester)
<b>Term of Employment</b>	May 2014 - May 2015
<b>Main Responsibilities</b>	<ul style="list-style-type: none"><li>• Complete transition of midterm / final evaluation forms from paper to online</li><li>• Implement plan for continued student engagement and participation rates through new online format</li><li>• Ensure that all Sauder professors are evaluated by students</li><li>• Facilitate evaluation of professors to the UGO</li><li>• Promote available awards</li><li>• Work with the UGO, Executive Council members, and other faculty members to decide on recipient of several awards.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Excellent organizational skills</li><li>• Intrinsically motivated</li><li>• Good time management skills</li><li>• Good problem-solving skills</li><li>• Creative vision for the position</li></ul>
<b>Major/Specialization</b>	<ul style="list-style-type: none"><li>• Ideal position for those majoring in: Any major</li></ul>
<b>Anticipated Learning Outcomes</b>	The Class Liaison Director should expect to fully develop organizational and interpersonal skills in a fast paced environment. The incumbent for this position will also have opportunities to use and develop skills in the following (but not limited to) areas: <ul style="list-style-type: none"><li>• Communication skills</li><li>• Decision making and time management skills</li><li>• Problem-solving skills and critical thinking skills</li></ul>
<b>Application Process</b>	To apply, complete our online application form ( <a href="http://forms.cus.ca/view.php?id=17">http://forms.cus.ca/view.php?id=17</a> ) and upload a <b>single PDF</b> document that includes: <ul style="list-style-type: none"><li>• A one-page resume outlining your most relevant experiences</li><li>• A cover letter describing: Why you want to be involved in the CUS and why you think you would be an excellent candidate for the position</li></ul> <p>Name the PDF document as per the naming convention <b>CL_Lastname_Firstname.pdf</b>. Please contact the HR Director at <a href="mailto:richard.wong@cus.ca">richard.wong@cus.ca</a> should you have any questions.</p>