

Job Title:	General Manager	Job Category:	Staff
Department/Group:	Administration	Job Code:	SA-ADM-01
Location:	North Oshawa Campus – Durham College and UOIT	Travel Required:	Some
Level/Salary Range:	\$55,000 - \$70,000, commensurate with skills and experience	Position Type:	Full-time, 40 hours per week
HR Contact:	Amy LaRue	Date posted:	August 15, 2011
Will Train Applicant(s):	Yes	Posting Expires:	September 16, 2011
External posting URL:	www.your-sa.ca		
Applications Accepted By:			
E-mail: studentcentre@dc-uoit.ca		Mail: We will not accept mailed applications.	
Subject Line: General Manager Position			
Position Description:			
<p>The General Manager will serve as the Chief Operating Officer of the Student Association at Durham College and UOIT. The General Manager will report to the Student Association President, and all non-executive positions within the SA will report directly or indirectly to the General Manager. The position is a full time position, working 40 hours per week. There is an expectation of occasional evening and weekend work in addition to regular office hours.</p> <p>The Student Association is a complex organization which represents approximately 15,000 students across three campuses and two institutions. The organization oversees several departments and services, and works closely with both Durham College and UOIT in order to ensure the needs of all students at these schools are met.</p> <p>The General Manager will oversee the full time staff of the Student Association, and through departments direct and oversee the day to day operations of the business side of the organization. The General Manager will work very closely with student leaders each year to serve the needs of students on campus, as well as with university and college administration to achieve the goals set out by the organization. They are responsible for ensuring that organizational documentation such as policies and procedures, manuals, licenses, and insurance documents are in place and upheld.</p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> • Ensure all operations and services of the SA function with high levels of safety and standards in accordance with Durham College/UOIT, as well as any applicable laws 			

- Ensure there is adequate insurance coverage in place to support the organization's mandate and maintain ongoing Risk Management protocols
- Administer the campus Liquor License for all licensed events at Durham College, UOIT, and SA affiliated business and groups, adhering to all related legislation and regulatory requirements
- Develop annual operational plan with the SA Executives including capital and major projects, feasibility of new business operations/services, and planning for future operations by making recommendations to the appropriate committees and authority, providing direction for the business operations of the SA
- Facilitate the development of the annual operating, capital, and ends-based budgets
- Attend meetings of the SA Board of Directors, if necessary, to answer questions or give reports when asked by the President
- Assist the President with completing Policy Governance monitoring reports for the Board of Directors
- Advise on changes to the corporate by-law, Board governance policies, and operational protocols
- Serve as a mentor to SA Executives in ways that include but aren't limited to, assisting them in their training, achieving their goals, liaising with administration, program delivery, policy development and observance, and their role as an Executive Committee
- Support the organization's advocacy strategy, particularly at the institutional and municipal levels
- Directly supervise Manager of Administration and Finance, Coordinator of Marketing and Communications, Manager of Food and Beverage Services, Outreach Coordinator, Coordinator of Retail Services, RIOT Radio Station Coordinator, and oversee/give support to the operations of the related departments
- Directly or indirectly supervise all full time staff as per our organizational chart
- Responsible for facilitating recruitment, remuneration, and formal or informal discipline which is fair and consistent with policies and procedures for both the SA and any relevant Labour Regulation
- Establish and maintain positive relationships with university and college administration
- Liaise with the Facilities Department at Durham College/UOIT to ensure the upkeep of student centred spaces owned/operated by the Student Association
- Ensure security protocols are reviewed and updated annually, liaison with the Office of Campus Safety and other agencies or departments on campus
- Participate in the negotiation of external contracts and joint agreements with Durham College and UOIT
- Uphold provisions of the Student Centre agreement and MOU
- Serve on Student Association, Durham College, UOIT, and external committees as required

Skills/Qualifications:

- Post secondary diploma or degree required
- MBA or CGA, and understanding of Policy Governance model an asset
- Minimum five to ten years related experience in management, administrative and planning experience in a related field
- Knowledge of: Employment Standards Act, Liquor License Act, Corporations Act, Security Practices within Ontario, Campus Policies/Procedures, Provincial Health Regulations, and



The Student Association
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- Strong leadership abilities, superior interpersonal skills, tact and diplomacy (with student leaders, university/college administration and external contacts), flexible in adapting to new or changing situations, problem solving and conflict resolution skills, ability to work with and report to youth

Benefits:

- Professional development opportunities
- All required technical supplies provided (including laptop and Blackberry)
- Payment through holiday and campus closures
- 10 days vacation in the first year, 15 thereafter
- Enrollment into the Student Insurance Plan after 3 months of continuous employment

Reviewed By:	Executive Committee	Date:	August 8, 2011
Approved By:	Amy LaRue, President	Date:	August 8, 2011