



**Job Posting**  
**Executive Director**

Employer	Society of Graduate and Professional Students at Queen's University – Local 27 Canadian Federation of Students		
Location	Room 021 JDUC, Queen's University, 99 University Avenue, Kingston, Ontario		
Reports to:	SGPS Executive and SGPS Council	Type of position: Full –time continuing appointment	Hours 35 / week (to 37.5 hours per week)
<b>GENERAL DESCRIPTION</b>			
<p>The Executive Director (ED) is responsible for the day-to-day operations of the SGPS and is involved in the strategic long-term planning of the organization. The ED provides guidance and acts as an institutional memory resource person to the elected executive. The ED is responsible for coordinating the training, transitioning, and supervision of all elected executive and paid staff. The ED helps to develop strategic plans and administrative policies by providing financial, statistical, budgetary, and human resource information. The ED is also responsible for the administration of the SGPS health and dental plan.</p>			
<b>WORK, EDUCATION AND OTHER REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>– Post-secondary degree or equivalent education and work experience;</li> <li>– Training in financial management, bookkeeping, and financial information systems;</li> <li>– Experience in staff supervision and human resources management;</li> <li>– Awareness of equity and anti-oppression issues;</li> <li>– Sound knowledge of university structures and regulations/policies;</li> <li>– Sound knowledge of government regulations with regard to human resources and not-for-profit corporations;</li> <li>– Excellent judgment skills and the ability to make decisions regarding policy interpretation;</li> <li>– Excellent interpersonal skills in order to build and maintain good working relations with students, faculty and staff within the SGPS, the University and also with external organizations;</li> <li>– Advanced technical and computer skills including knowledge of Simply Accounting software, word processing, database management and spreadsheet software;</li> <li>– Supervisory decisions regarding training, scheduling of work, performance reviews, and discipline;</li> <li>– Ability to maintain confidentiality;</li> <li>– Ability to work in a team environment, take initiative and maintain composure in challenging situations</li> </ul>			

**Application Deadline – May 9, 2008 5:00 p.m.**

Please send resume and cover letter to: Jeff Welsh, SGPS President [president@sgps.ca](mailto:president@sgps.ca) or by fax to 613.533.6376

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