

## Students' Association of Mount Royal University (SAMRU) – Pride Centre Administrator (PT)

The Students' Association of Mount Royal University is seeking a skilled and dedicated Pride Centre Administrator to help foster a safe, inclusive, and celebratory environment for people of all genders and sexual orientations.

**POSITION TITLE:** Pride Centre Administrator

**SUPERVISOR:** Pride and Healthy Relationships Coordinator

**TERM:** This is a contract role from August 2024 until April 2025. Some weekend and evening work may be required.

**COMPENSATION:**

\$17 per hour

**JOB DESCRIPTION:**

Under the direction of the Pride and Healthy Relationships Coordinator, the Pride Centre Administrator:

- Performs administrative duties as directed including checking and replying to Pride Centre emails, collecting and maintaining centre records;
- Performs ambassador duties such as events support, tabling, and external outreach;
- Creates a welcoming space by maintaining the Pride Centre resource materials as required, cleaning and organizing the center, and helping to create and maintain a respectful, accountable and inclusive environment;
- Provides direct service and support to Centre users in the provision of peer-based active listening, general support, and referral to appropriate resources;
- Provides input into Pride Centre processes and future program development goals; and
- Performs other duties related to Pride Centre as assigned.

**QUALIFICATIONS:**

In addition to meeting and maintaining the Students' Association of Mount Royal University's standards, including those in the organization's Code of Ethics, the Pride Centre Administrator should:

- Be a Mount Royal University student;
- Be friendly and have appropriate customer service and service delivery skills;
- Have good interpersonal skills, ideally skilled in empathy and active listening;
- Have a solid understanding of boundaries and the skills to distinguish between their student, peer, and Pride Centre Administrator roles;

- Be a flexible communicator and use accessible language/communication (verbal, non-verbal, or written) to engage with students and community members;
- Be dedicated and reliable;
- Be willing and adaptable to changing circumstances and expectations;
- Be proficient in Google Workspace (Gmail, Meet, Slides, Documents);
- Have a strong interest in matters relating to the Pride Centre mandate;
- Self-identify as a member of the 2SLGBTQIA+ community; and
- Holds a growth mindset.

### **DEADLINE TO APPLY:**

Open until a suitable candidate is found.

### **APPLICATION & PROCESS:**

Candidates are invited to submit their cover letter, resume, 2024-25 class schedule, and availability to Gloria Sesay at [g.sesay@samru.ca](mailto:g.sesay@samru.ca). No inquiries please. Only those candidates selected for an interview will be contacted.

*We represent and serve students to help them succeed.*

For more information about our organization, please visit our web site at: [www.samru.ca](http://www.samru.ca)