



## Employment Opportunity

# EXECUTIVE DIRECTOR

The Association of Part-time Undergraduate Students (APUS) is a registered not-for-profit organization that represents between 6000 - 14000 part-time undergraduate students at the University of Toronto. Based out of downtown Toronto, APUS provides its members at the Mississauga, Scarborough and St. George campuses with a range of cost-saving services, academic and individual advocacy, as well as events and programming. APUS is a member local of the Canadian Federation of Students.

Reporting to the Board of Directors, the Executive Director fulfills a key human resources function within the students' union, a membership-driven organization, providing strategic direction and serving as the operational manager. The successful candidate will have a history of management, ideally in the not-for-profit sector, with specific knowledge of post-secondary education issues and structures. The students' union is seeking an individual with political acumen and experience in government and external relations, knowledge of governance principles, policy development, human resource management, financial management, and communication. The successful candidate will be able to provide stable leadership and manage diverse responsibilities. They will possess a strong belief in the organization's mandate, and a strong commitment to equity and access to education.

**Duration:** Full-time contract position, 12 months

**Salary and Benefits:** \$52,000-\$55,000 with benefits, commensurate with experience

### The Executive Director shall:

- Support the Executive Committee's operation and decision-making structures
- Provide training, orientation and support to new Executive Committee, Board and Staff members
- Maintain up-to-date knowledge of, and advise on, relevant government legislation and institutional policies affecting the organization
- Represent the organization in meetings with University officials, government, and external parties at the direction of the Executive Committee
- Manage the student union's day-to-day operations, including office management, contract negotiations and legal affairs, and advise on operational direction
- Supervise a unionized staff complement in order to fulfil the organizational mandate
- Support the Executive Committee, Board, and Staff with delivering services, advocacy initiatives, and events to support the APUS membership

**Application:** Interested candidates should submit a cover letter and resume by June 26, 2017 at 5:00 pm to [hire@apus.ca](mailto:hire@apus.ca) with the subject heading "APUS Executive Director Application". We thank all applicants for their application but only applicants selected for an interview will be contacted.

APUS is an independently incorporated students' union operating within the University of Toronto community. This is not a University of Toronto staff position.

We encourage applications from diverse communities, including but not limited to, members of Indigenous, First Nations and Métis communities, racialized communities, queer communities, trans communities, persons with disabilities, minority gender identities and women.

**Association of Part-time Undergraduate Students of the University of Toronto (APUS)**  
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