



**Job Title:** General Manager

**Department:** AUSU

**Location:** Sault Ste. Marie, (Willing to relocate)

**Shift:** Monday – Friday, 9:00 am to 5:00 pm

With some events and meetings scheduled outside of  
Regular office hours

**Report To:** AUSU Executive Committee

**Salary Range:** \$65,000- \$80,000

**Status:** Full-Time

**Type:** Permanent

### **General Responsibilities (summary):**

This position is responsible for providing strong leadership and support to the Algoma University Students' Union (AUSU) and its staff, overseeing all operational aspects including the Kitchen, while supporting the Board of Directors and ensuring compliance with policies and procedures. Direct student support, fostering relationships, administrative duties, achieving organizational benchmarks, and promoting team development are key responsibilities. This position manages and oversees the implementation, project planning, development, and execution of strategic priorities, goals, and objectives for AUSU from inception through completion. This position plays an important role and must support our Mission, Vision, and Values while meeting all legislative and regulatory requirements. Additionally, maintaining confidentiality, promoting equity, diversity, and inclusion, and ensuring health and safety standards are adhered to, are integral aspects of the role.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent written and verbal communication skills.
- Negotiation and conflict resolution skills
- Evidence of an inclusive and collaborative approach to leadership
- Hands-on experience designing or implementing anti-racism and diversity, equity, and inclusion training programs
- Understanding of Indigenous cultural practices and teachings, as well as decolonization practices
- Knowledge of office management systems and procedures.
- Understanding of financial practices and procedures



- Working knowledge of office equipment, like printers and fax machines.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
- Proficiency in Google Suite (Gmail, Sheets, Drive and Docs, in particular)
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Knowledge of Human Resource Practices
- Demonstrated ability to manage crisis intervention and emergencies
- Strong organizational skills with the ability to multitask in a fast paced work environment.
- Must be able to lift 25 lbs

#### **EDUCATION/EXPERIENCE:**

- Minimum 3 years of directly related experience
- A bachelor's degree or college diploma
- Experience working in a student union would be considered an asset

Sounds like a great job for you? Excellent! We look forward to hearing from you! Please note, if you are interested in the position, but you can't commit to fulfilling all of the hours listed above, AUSU is flexible and can accommodate various hours of availability.

**Please email your resume and cover letter in one PDF document to [AUSU@ausu82.ca](mailto:AUSU@ausu82.ca) by March 7th 2025 date at 4:00pm and include the position title in the email subject line.**

#### **Our Commitment to equity, diversity and inclusion:**

*AUSU is committed to creating a diverse, equitable, and inclusive environment for all members of our community. We encourage applications from qualified individuals of diverse backgrounds, including women, visible minorities, Indigenous peoples, persons with disabilities, and individuals of all sexual orientations and gender identities. We actively work to remove barriers to employment and evaluate candidates holistically, considering a range of experiences and qualifications. Our commitment to EDI extends beyond hiring, fostering an inclusive culture where all staff feel supported and valued.*

*AUSU is committed to being accessible and inclusive, and following barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Applicants who require accommodation through any stage of the recruitment process will be accommodated upon request..*