



HUMAN RESOURCES COORDINATOR

Last revised: February, 2024

COMMERCE STUDENTS' ASSOCIATION (CSA)

The CSA strives to enrich the undergraduate student experience at the I.H. Asper School of Business through unique events and professional development opportunities that foster meaningful relationships with the greater business community.

POSITION OVERVIEW

The Human Resources Coordinators coordinates and facilitates human resources-related functions for the CSA.

POSITION RESPONSIBILITIES

- Work with Vice President Internal and all CSA Committee Co-Chairs to coordinate the recruitment and selection of all committee positions during spring and fall committee recruitment.
 - This includes preparing interview questions, scheduling and facilitating interviews (as per the dates set by the CSA executive team,) booking interview rooms, and maintaining communication with applicants before and after their interviews. The Human Resources Coordinators will also be present throughout the deliberation process and will facilitate candidate callbacks.
- Facilitate goal-setting for CSA general council members.
- Conduct council-wide wellness surveys.
- Assist the Vice President Internal in managing internal council conflict.
- Coordinate CSA performance appraisals throughout the year at the direction of the Vice President Internal.
- Assist with any other human resources-related development at the direction of the Vice President Internal.
- Assist with other internal portfolio initiatives as needed.
- Conduct exit surveys at the end of the year to all General Council members



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- Assist in facilitating the annual consent culture workshop to all CSA General Council and Committee members.
- Assist in the planning and execution of the annual Student Leadership Gala
- Attend monthly CSA General Council meetings.
- Promote and attend CSA events.

LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council
- CSA Committees

SKILLS DEVELOPED

- Interpersonal skills
- Recruitment & selection
- Organizational skills
- Time management skills

POSITION DETAILS

Number of positions available: 2
Reports to: Vice President Internal

COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
High	High	Medium

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours