

## **RGSU General Manager Job Posting (part-time)**

**Job Title:** General Manager

**Salary:** Competitive

**Start Date:** TBD

**Employment Type:** Full-time, Permanent

**Location:** Downtown Toronto

**Reporting To:** RGSU Board

**Travel:** None

**Benefits:** Competitive

**Open Date:** TBD

**Close Date:** TBD

### **Who are we?**

The Ryerson Graduate Students' Union is governed by a Graduate Executive Committee (four (4) elected Executive Members) and a Graduate Board of Directors (seven (7) elected Graduate Directors). We are a membership-driven union, representing over 2700 full-time and part-time graduate students at Ryerson University. We are dedicated to supporting students graduate journey through the sponsorship of graduate-centric initiatives, events, campaigns, and student groups.

The Ryerson Graduate Students' Union currently supports graduate students who present their research work at conferences through our academic and career support program. We also support graduate students with organizing graduate academic and social events on campus. These events include, but are not limited to, Wine and Cheese nights, Write-a-thon events, and on-campus conferences. Additionally, the Ryerson Graduate Students' Union provides support to Graduate Course Unions who represent their respective graduate programs by organizing program-specific events and initiatives. Lastly, we host social networking events throughout the year that provide opportunities for you to meet your peers and Ryerson graduate alumni.

- 
- I. Job Summary:** The General Manager is responsible for the general management of the Union's programs and day-to-day operations. The General Manager reports directly to the Ryerson Graduate Students' Union ("RGSU") Board of Directors and works closely with the Executives. The General Manager is accountable to the Graduate Board of Directors of the RGSU for the exercise of delegated authority in the management of the RGSU from year-to-year.
  - II. Supervisory:** Reports to the executive of the RGSU. Work under the direction of Chair of the Board and supervises the staff of the RGSU.
  - III. Major Responsibilities**

<b>Task No.</b>	<b>Description</b>	<b>Frequency</b>
1.	<p><b>RGSU Management</b></p> <ul style="list-style-type: none"> <li>● Manages the operations of the RGSU to ensure resources are available and fairly distributed to appropriately support the RGSU's objectives.</li> <li>● Develops policies and procedures to ensure effective and efficient operation of the RGSU's administrative and research support services. Monitors and evaluates performance of the Centre and its programs according to objectives, budget and timelines.</li> <li>● Leads the planning, development, promotion and overall coordination of RGSU-initiated events and academic activities, such as workshops, lecture series, social, etc.</li> <li>● Overall Supervision of all RGSU departments</li> <li>● Organize an annual transition for incoming executive officers and the Board to support knowledge transfer and continuity.</li> </ul>	25%
2.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>● Ensures best practices in the administration of the RGSU's financial and human resources and assets through consistent adherence to financial and human resources policies, procedures, practices and guidelines.</li> <li>● Develops the budgets for the RGSU based on resources needed to implement the annual strategic plan and objectives. Oversees the proper allocation of funds to support programs and initiatives; monitors program budgets and expenditures and oversees overall financial reporting based on the requirements of funding agencies.</li> <li>● Manage all financial operations and review financial statements, sales activity reports and other performance data.</li> <li>● Ensure long-term financial stability, implement proper financial controls and identify and manage budget variances throughout the year.</li> <li>● Work jointly with the Executives to prepare annual budgets and corresponding monthly financial reporting.</li> <li>● Conduct risk assessment mitigation.</li> </ul>	25%
3.	<p><b>External Relations and Outreach</b></p> <ul style="list-style-type: none"> <li>● Identifies key opportunities for partnerships, collaboration, outreach and support.</li> <li>● Develops and implements policies and procedures to enable and promote the mandate of the RGSU by expanding partnerships and collaborative/ community-based research initiatives.</li> <li>● Advances RGSU's credibility, reputation and profile through outreach, relationship building and visibility in the legal profession.</li> </ul>	20%

	<ul style="list-style-type: none"> <li>Identifies and develops strategy for securing funding for the RGSU. Liaises with potential funders and develops relationships to enhance opportunities for funding. Prepares funding applications.</li> <li>Directs the establishment and content management of the RGSU's website.</li> <li>Work with External Key Stakeholders of the RGSU to expand the organization's brand and ensure the growth of the organization.</li> <li>Conduct ongoing business and services review, including seeking opportunities for business development.</li> </ul>	
4.	<p><b>Human Resource Management</b></p> <ul style="list-style-type: none"> <li>Manages the operations of the RGSU, including the supervision of the staff, allocation of work, recruitment, development of performance standards, performance management, identification and management of staff training needs and approval of professional development activities.</li> <li>Provide human resources management including direct authority over hiring, discipline and dismissal, as well as record keeping, recruitment, training, development, staff relations, attendance, payroll and regulatory compliance.</li> <li>Conduct labour relations, including negotiation of collective agreements and on-going labour management relations on behalf of RGSU.</li> </ul>	20%
5.	<p><b>Board Advising and Coordination</b></p> <ul style="list-style-type: none"> <li>Coordinates and provides information necessary for the review of internal applications for funding and centre support</li> <li>Make business recommendations to the Board of Directors.</li> </ul>	5%
6.	<p><b>Strategic Planning</b></p> <ul style="list-style-type: none"> <li>Plans, develops and implements strategic initiatives to support the Union's academic and research mandate and objectives.</li> <li>Liaises with other Ryerson centres and institutes to develop synergies and exploit opportunities for collaboration.</li> <li>Establish long term strategic direction and operational plans for the RGSU.</li> </ul>	5%

#### IV. Qualifications

Specific training or job experience required before appointment includes:

- Undergraduate degree and relevant experience in business management or a related field, or comparable work experience. Any Masters qualifications/ designations, will be considered an asset.
- 5-7 years of experience in general management.
- Experience and leadership within a not-for-profit environment is an asset.

- Familiarity with the post-secondary education sector is an asset.
- Experience with accounting and financial oversight including budgeting and cost analysis.
- Knowledge and experience regarding strategic leadership is an asset
- Experience in human resources and/or labour relations.
- Prior knowledge and experience within the Ryerson Students Union or Ryerson University is an asset.

## **V. Skill and Knowledge**

This position requires the regular use of a computer and other standard office equipment.

Further requirements of the position include:

- Ability to provide motivation and leadership through influence and collegiality (as opposed to direct reporting relationships)
- Ability to work effectively work in teams
- Excellent communication skills (oral and written); ability to speak effectively to a variety of audiences, as public speaking and presentations will comprise a significant portion of the position
- Ability to work in a fast paced environment
- Self-starter with ability to work independently with little direction or direct supervision
- Excellent interpersonal skills
- Effective people management skills

## **VII. Effort**

This position requires routine physical activity most of the time, involving a mix of standing, sitting, walking and light lifting. The incumbent is frequently required to sit for extended periods of time while attending meetings or performing desk work. Occasional periods of extended standing are required when making presentations to groups.

## **VIII. Sensory Demands**

This position requires a high level of mental concentration during the development of project documentation and preparation of periodic progress and financial reports. This position regularly requires visual concentration for detail and accuracy when working with documents and correspondences, or developing and reviewing marketing and promotional materials; listening concentration is required when resolving problems and communicating with RGSU members, external partners, outside agencies and institutions.

## **IX. Deadlines**

This position frequently involves multiple or competing deadlines. Usually, the pace of work is controlled by deadlines, and schedule is often continually changing due to the competing

demands of multiple projects.

**X. Working Conditions**

The majority of the incumbent's time is spent in a normal office working environment, subject to frequent deadlines, varying work schedules and periods of substantial overtime. On occasion, the incumbent may be required to work out of town.

Interested candidates should submit a resume and cover letter to: **TBD**

General Manager Hiring Committee Email: **TBD**

Ryerson Graduate Students' Union  
55 Gould Street, SCC TBD  
Toronto, Ontario M5B 1E9

(If sending a "soft-copy" of your resume and cover letter via email, please ensure it is in Microsoft WORD or Adobe Acrobat format.)

\*References may be required upon request\*

**The Ryerson Graduate Students' Union is strongly committed to fostering diversity within our community. We welcome applicants who would contribute to the diversification of our staff and elected members, including folks who identify with particular identity groups including Indigenous peoples, persons of colour, persons with disabilities, members of the queer community, and transgender people and women. Moreover, we welcome all qualified candidates to apply, but applications from Canadians and permanent residents will be given priority.**