



100 College Drive, PO Box 5002  
North Bay, ON P1B 8L7  
Tel: (705) 474-3450 ext.4801 Fax: (705) 474-7732  
Web: [www.nusu.com](http://www.nusu.com)

Nipissing University Student Union

## Employment Opportunity: NUSU Events Intern

The Nipissing University Student Union (NUSU) represents the interests of approximately 5,000 full and part-time undergraduate and graduate students at Nipissing University.

NUSU is a separate registered not-for-profit organization that is distinct from, but strongly affiliated with Nipissing University. NUSU organizes and delivers a range of services, events, clubs, activities, campaigns and initiatives on behalf of the Nipissing University student population. For further information regarding NUSU and our role at the centre of student life, refer to our website at [www.nusu.com](http://www.nusu.com).

### Position Overview

The Events Intern will provide assist in the research, creation, coordination and implementation of NUSU events. This involves creating event proposals, taking initiative, and maintaining a working relationship with various groups both on and off campus. The Events Intern is required to support the planning and delivery of services, events, clubs, activities, campaigns, and initiatives specific to the needs of students at Nipissing University. The ideal candidate will have strong communication skills and be willing to learn the various aspects of this role. This individual will report to the Director of Services, and ultimately the student executive team.

### Duties and Responsibilities

- Creating event proposals which fit predetermined requirements and presenting proposals to supervisor;
- Taking initiative when planning event aspects, such as date, location, requirements, and guest list;
- Maintaining a working relationship with local business partners and other university departments;
- Coordinating event entertainment, including music, performers, and guest speakers;
- Setup and teardown of certain events on and off campus;
- Staying on budget while planning event specifications;
- Assisting with overseeing events on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with volunteers, and organizing vendors;
- Working with the Communications team to create effective advertisements for each event, and when necessary drafting marketing materials such as print and online advertisements for individual events;
- Researching events and other activities that other organizations and businesses have implemented;



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- Work with the Services and Communications departments to plan multiple events at once;
- Perform all other miscellaneous duties as assigned;
- Adhere to corporate policies and procedures including Health and Safety Standards

### Qualifications

1. Competent in the use of computer packages including MS Word, Excel, PowerPoint & Adobe Design software, as well as office equipment such as computers, printers, copier, fax etc.
2. Result driver, client focused team player with the ability to adapt to changing situations and deals with students and the general public in a friendly, positive and professional manner
3. Strong interpersonal skills, tact/diplomacy in dealing with various client types
4. Effective organizational and problem solving skills
5. Ability to work independently and to meet deadlines
6. Knowledge of the Student Union and the University campus and services is an asset

### Other Information

Length of Term: July 8th - August 30th

Hours of Work: 40 hrs/week, Monday-Friday, 8:30am-4:30pm

Rate of Pay: \$14.25/hour, subject to the minimum wage laws in the Province of Ontario

Holiday Entitlement: Vacation pay is accrued at a rate of 4% of the hourly rate (per ESA)

### How To Apply

Please email your resume and cover letter to [communications@nusu.com](mailto:communications@nusu.com) or you can submit your application in person addressed to Sarah McGowan.

We thank all applicants for their submissions; however, responses will only be issued to those applicants who are selected for an interview.

**The deadline for application is 4pm on Wednesday, June 26th.**