Service Coordinators

Help us be better connected to our members!

The McMaster Association of Part-time Students represents the interests of part-time learners at McMaster University. In order to better serve our members, we have created a number of coordinator positions to help us deliver value-added services.

These positions are designed for part-time students. Most roles are project based, requiring only a few hours of work to complete each project, and the work can be completed on your own schedule. As a coordinator, your job is to ‘stick handle’ your projects from start to finish, with the support of our executive director and information assistants.

We believe that part-time students experience university differently from full-time undergraduates – so providing services for our members helps make the university experience that much better. The best way to achieve this is for part-time students to help each other – building relationships and experiences that will serve you at McMaster and long afterwards (and it never hurts to have some extra-curricular stuff on your resume!)

MAPS provides a friendly and supportive environment where we are all working towards a shared goal – to help part-time students navigate their success. The following coordinator positions are available for this year:

The Link Coordinator

The Link was the Association’s newsletter from 1979-2009. MAPS is reviving The Link tradition by moving it to a primarily electronic digest of information that will be posted on our website, Facebook page and circulated to our members. We plan to produce 5-6 editions per year (in August, October, January, March, May and a special edition for elections). The Coordinator will receive an honorarium of $250 for each edition published.

The Coordinator will be responsible for organizing content, editing articles and using a pre-designed template to lay The Link out. It would be great if you had direct or related experience in newsletter or similar publication development – but please read the Ideal Candidates section below for minimum qualifications to apply.
**Mentorship Coordinator**

Our members possess business and life experience which is unparalleled compared to full-time students. And as many of our members have been pursuing their programs for some time, they have amassed considerable knowledge of how part-time studies work.

We want to leverage this experience by bringing together students with knowledge and desire to share their experiences with newer students who would like a ‘leg up’.

The Coordinator will be responsible for helping to launch the program for this September, and coordinate and support the program as it starts up. The position would require 2-3 hours per week for which the coordinator will receive an honorarium of $175 per month while the program is in operation (initially the fall/winter term).

It would be great if you had direct or related experience in managing volunteers – but please read the Ideal Candidates section below for minimum qualifications to apply.

**Podcast/Radio Host**

MAPS will pilot a regular podcast to its members which, if successful, may be expanded into a regular radio show on CFMU-FM. The podcast host would be the ‘on air’ host for the program and work with a volunteer engineer and collaborate with staff to create content. You would also work with MAPS staff to develop programming, invite hosts, and lead interviews.

We expect to produce 3-5 podcasts initially and if the format moves to CFMU-FM, we would be producing one half hour program per week during the winter/fall term. The host would receive an honorarium of $250 per month while in production.

It would be great if you had direct or related experience working on radio or producing podcasts – and having a great voice for radio wouldn’t hurt either – but please read the Ideal Candidates section below for minimum qualifications to apply.

**Personal Qualities**

Our experience has been that people with the following qualities tend to excel in the Association:

- Enjoys meeting and interacting with people
- Is computer literate and comfortable working with Windows 7 and MSOffice 2013
- Is a quick study regarding the needs of part-time students and has a sense of what part-time students need from us
Minimum requirements for consideration

While we will be looking for individuals with the capacity to complete the work provided to them, it is not absolutely necessary that you have direct experience in order to apply.

MAPS believes that one of our goals is to provide opportunities for our members to grow and learn new skills.

In order to be considered, you will need to be a student (or recent graduate) of McMaster University – and ideally a part-time student (undergraduate or attending classes through CCE).

To apply

Download an application form from www.mcmaster.ca/maps/workhere.html, complete it and attach a copy of your resume, and deliver it in person to MUSC Room 234 during our regular business hours (Monday-Thursday 9:30-7:30 and Friday 9:30 to 2:30). We will be accepting applications until September 15, 2014, or until positions are filled.

For more information, please contact Kyle Johansen, Executive Director, at mapsdir@mcmaster.ca or (905) 525-9140 x23884 or x22021