



# FROST STUDENT ASSOCIATION

Job Title: **FSA Director of Student Life**  
Appointment Term: **September - April**  
Reports to: **Frost Student Association Board of Directors**  
Hours of Work: **10 hours per week**  
Wages: **\$675.64 monthly honorarium**

**To run for this position, you must be a full-time student registered with the Fleming College, Frost Campus for the 2024-2025 academic year.**

## **The Director of Student Life shall:**

- Advertise events by creating posters/social media content.
- Work in conjunction with the board to budget for student activities.
- Attend weekly board meetings, as well as lead and scribe for the
- Assist in supervising events to ensure all activities are going smoothly.
- Advocate for the development and enhancement of recreational and athletic programs and facilities at the college like Lindsay Recreation Center and Field House.
- Be the liaison between students running events and the Board of Directors.
- Organize and host student life events. This includes sports and recreation events run in conjunction with Fleming College
- Actively participate in the Board of Directors 's weekly meetings.
- Respond to emails in a timely manner.
- Provide a year-end “legacy” report to the Board of Directors, which summarizes the Director’s annual activity, and provides suggestions for activities moving forward (this must be completed prior to receiving the last payment of honorarium)
- Perform other duties as prescribed by the President or the Board.