

# Current Leadership Opportunity

## ***ORS Business Manager***

**Term:** August 24<sup>th</sup>, 2025, to April 24<sup>th</sup>, 2026

**Stipend:** Total monetary compensation for this position is \$3600 comprised of a monthly stipend of \$450. Business Manager additionally receives a Commuter Dining Plan valued at \$4300.

**Hours:** Flexible hours (evening and weekend responsibilities)

**Type:** Student Stipend Position

**Employer:** Organization of Residence Students (ORS) and Housing Services

### **Description:**

**Business Manager** | Under the supervision of the ORS Executive and accountable to Housing Services, the Business Manager is responsible for the supervision and management of ORS' financial assets and practices to ensure its financial health and stability. This includes budgeting, expense approvals, bookkeeping, and reporting. Recording and distributing meeting minutes for major meetings is required. Skills in communication and time management are considered valuable. Experience with bookkeeping and knowledge of ethical accounting practices are considered assets. Successful applicant must allow Housing Services to complete a Police Information Check.

**The Business Manager** sits on both the ORS Council and the Dining Plan Advisory Committee (DPAC). As a member of DPAC, they will be expected to effectively utilize their dining plan while liaising often with the University of Lethbridge's food provider on topics such as experience, variety and quality. We are hiring one (1) Business Manager.

### **Qualifications:**

- Lived at least one semester in a post-secondary residence
- **Has accepted an offer of accommodation to live on campus for the 2025/2026 academic year**
- Maintain a minimum 2.0 GPA, must supply working copy of transcript
- Holds full-time student status for Fall 2025 and Winter 2026
- Mandatory attendance for training: March 28<sup>th</sup> and August 24<sup>th</sup> – August 29<sup>th</sup>, 2025
- Mandatory attendance for move-in: September 1<sup>st</sup> and 5<sup>th</sup>, 2025

**Deadline for applications: Sunday, March 9<sup>th</sup> at 11:59pm**

Please visit [https://uleth.qualtrics.com/jfe/form/SV\\_39tVaJrrAcSFQ6q](https://uleth.qualtrics.com/jfe/form/SV_39tVaJrrAcSFQ6q) to apply and submit your cover letter, resume, and a working copy of your transcript. Only applicants selected for an interview will be contacted. All others are thanked in advance for their interest.