

Current Leadership Opportunity

ORS Business Manager

Term: August 27th, 2026 to April 23rd, 2027

Stipend: Total monetary compensation for this position is \$3200, comprised of a monthly stipend of \$400 and a year-end performance stipend upon successful completion of the employment contract, valued at \$400 paid in May. As part of the Dining Plan Advisory Committee (DPAC), the Business Manager will receive a sampler plan valued at \$2300

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. The successful applicant must allow Housing Services to complete a Police Information Check.

Sit 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. They will also be in charge of taking minutes for DPAC and sending out the minutes to the Chartwells Manager and Housing Services Associate Director 24 hours after the meeting.

Qualifications:

- Lived at least one semester in a post-secondary residence
- **Has accepted an offer of accommodation to live on campus for the 2024/2025 academic year**
- Maintain a minimum 2.0 GPA, must supply a working copy of transcript
- Holds full-time student status for Fall 2026 and Winter 2027
- Mandatory attendance for training: March 27th – 29th and August 27th – September 4th, 2026
- Mandatory attendance for move-in: September 6th and 7th, 2026

Deadline for applications: Sunday, March 8th at 11:59 pm

Please visit https://uleth.qualtrics.com/jfe/form/SV_4ZW9pXIAex827vE 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.

For more information on all positions available, visit uleth.ca/housing/apply-join-ors-council