

# POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Associate Vice President: Finance and Administration
<b>REPORTS TO:</b>	Vice President: Finance and Administration
<b>SALARY RANGE:</b>	Starting at \$13,000
<b>OFFICE LOCATION:</b>	Brantford
<b>EDUCATION:</b>	Pursuing or completed Post-Secondary Degree
<b>QUALIFICATIONS:</b>	A current Undergraduate student (member of the WLU Students' Union) at the time of application from either the Waterloo or Brantford campus

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## SUMMARY:

The Finance & Administration department is the internal support for the departments and business operations of the Wilfrid Laurier University Students' Union. It is focused on ensuring all levels of the Students' Union are operating on a consistent and transparent basis, ensuring best practices are being followed for financial and human resources accountability. Reporting to the Vice President: Finance & Administration, the Associate Vice President: Finance & Administration will be focused on achieving the goals of the Finance & Administration department of the Wilfrid Laurier University Students' Union, on the Brantford campus. The incumbent will be highly motivated to work in a fast-paced environment, be extremely well organized, detail oriented, have strong interpersonal skills and excellent time management skills in order that the following is achieved:

- Operate in accordance with the Vision, Mission, and Guiding Principles, by-laws and policies of the Wilfrid Laurier University Students' Union;
- Maintain the following duties required of all Associate Vice Presidents:
  - Assist the Vice President of their department in achieving their mandate;
  - Aid in the execution of departmental goals and objectives for both short- and long-term;
  - Adhere to a department operating budget, and stay within budgetary restrictions;
  - Monitor operational compliance with Students' Union policy; and
  - Maintain regular office hours on campus;
- Facilitate the execution and implementation of all finance, administration, and human resources functions relating to the Brantford campus;
- Remain well versed in finance, administration, and human resources policies, procedures, risk management requirements, and legal requirements to ensure best practices;
- Build and maintain relationships with external and internal parties to support the overall goals relating to the Brantford campus;
- Follow all Health & Safety policies and procedures as outlined by the WLU Students' Union and the Occupational Health and Safety Act (OHSA) of Ontario; and
- Remain knowledgeable of all applicable department and human resources policies and procedures of the WLU Students' Union.

## JOB SPECIFIC DUTIES:

Recognizing that the Associate Vice Presidents' functions encompass a broad and wide variety of roles and responsibilities, it is important to note that not all functions are contained within this definition, and the position itself should be ever-changing and adaptive to best meet the needs of the Students' Union. Under the supervision of the Vice President: Finance & Administration to ensure consistency and best practices throughout the entire WLU Students' Union, the AVP: Finance & Administration will facilitate the following functions, relating to the Brantford campus:

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## **Operational**

- Adhere to human resources best practice and to agreed systems and procedures across all levels of the WLU Students' Union;
- Aid in the maintenance of all volunteer files, ensuring information is accurate and up-to-date;
- Provide confidential guidance and instruction to all levels of the WLU Students' Union, regularly responding to inquiries regarding human resources related issues;
- Facilitate the recruitment and selection of all volunteers on the Brantford campus, and manage and oversee the administration of the WLU Students' Union hiring system ([hiring.yourstudentsunion.ca](http://hiring.yourstudentsunion.ca));
- Aid in the initial orientation and continuous professional development and training for all volunteers;
- Aid in the formal disciplinary process, performance evaluations, and general treatment procedures of all volunteers;
- Liaise with the WLU Student Affairs department regarding training initiatives, as required; and
- Update all administration forms, operational manuals and policies as needed;
- Facilitate all volunteer appreciation events.

## **Financial Services**

- Assist in the annual planning and budget process for the department and all committees, in collaboration with the appropriate parties;
- Monitor the ongoing performance of the department and all committees;
- Sign all necessary finance forms for the Brantford campus (expense requisition, petty cash, etc.);
- Ensure that the department and all committees adhere to the submitted and approved operating budgets;
- Ensure that all committees are keeping their budget trackers up to date; and
- Assess the financial performance of the departments and all committees, as applicable.

## **Supervisory**

- Ensure that the all/any coordinators, executive, and general-level volunteers within the Finance & Administration sub-department fulfill the requirements of their descriptions;
- Maintain a constructive relations
- hip with the campus and local community;
- Aid in performance evaluations and formal disciplinary processes for all personnel within the Brantford Operations department, in collaboration with WLU Students' Union Human Resources, when required; and
- Oversee the Hiring Coordinator (Brantford) and aid in the supervision of the committee volunteers.

## **Leadership and Collaboration:**

- Meets regularly with Vice President: Finance & Administration;
- Works in collaboration and consultation with the Director of Brantford Operations, and relevant full-time support staff when required;
- Meets with all other WLU Students' Union personnel, as required or prescribed;

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- Maintains relationships and demonstrates a high degree of interpersonal savvy within the WLU Students' Union and WLU community;
- Promote, and adhere to best practice and to agreed systems and procedures across all levels of WLU Students' Union;
- Ensures open and honest communication between all WLU Students' Union departments, business operations and staff, as required; and
- Any other duties as assigned by the Vice President: Finance & Administration.

## **TIME COMMITMENT:**

The Associate Vice President term begins on May 1 and concludes on April 30 the following year. Prior to the May 1 start date, there is a transition period with an expectation to complete up to 5 hours of work bi-weekly, during the months of March and April.

- Part-time, contract position, with the expectation to work 20hrs per week;
- Core office hours are 8:00am-4:00pm, Monday – Friday, however hours may vary depending on time of year and project needs, and therefore evening and weekend hours are to be expected throughout the year;
- The Students' Union operates on both the Waterloo and Brantford campuses, therefore the employee is required to maintain duties on both campuses as required; and
- Work will mainly be completed seated at a desk, using a computer.

## **COMMITTEE MEMBERSHIP:**

- Brantford Operations Team;
- Student Executive;
- Associate Vice Presidential Hiring Committee;
- Ex-officio status on any committee within the Finance & Administration department on the Brantford Campus; and
- Any committee as requested or appointed to by the VP: Finance and Administration.