

POSITION DESCRIPTION

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

SUMMARY:

The University Affairs department is the voice of advocacy for the students of Wilfrid Laurier University, representing matters concerning an affordable, accessible, and high quality academic experience by advocating to the university community and municipal, provincial, and federal governments.

Reporting to the Vice President: University Affairs, the Associate Vice President: University Affairs - Waterloo will be focused on achieving the goals of the University Affairs department of the Wilfrid Laurier University Students' Union on the Waterloo 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 (WLU Students' Union);
- Maintain the following duties required of all Associate Vice Presidents:
 - Assist the Vice President of their respective 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 coordination, monitoring and implementation of advocacy strategies, balancing the long and short-term goals of the WLU Students' Union on the Waterloo campus;
- Continuously evaluate, maintain, and enhance the advocacy strategies of the WLU Students' Union with regard to Waterloo campus issues;
- Continually examine, collect, and present information that is relevant and necessary for the development of policy pertaining to post-secondary student issues;
- Remain well versed regarding political developments at the municipal, provincial and federal levels;
- Build and maintain relationships with external and internal parties to support the overall goals relating to the Waterloo 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.

POSITION DESCRIPTION

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: University Affairs, the Associate Vice President: University Affairs - Waterloo will facilitate the following functions, relating to the Waterloo campus:

Advocacy

- Review and monitor proposed and current government policies and trends – municipal, and institutional – that pertains to and affect the goals of the WLU Students' Union, in collaboration with the Director of Policy, Research, and Advocacy;
- Represent students' viewpoints to the appropriate level of government of issues of general concern to post-secondary education;
- Act as a representative of the Students' Union to government, primarily at the municipal and regional levels, and to the University on campus specific issues;
- Support the broader institutional advocacy strategy as determined by the Vice President: University Affairs; and
- Assist and guide undergraduate students through the academic appeals process
- Attend committee meetings as deemed appropriate by the Vice President: University Affairs including, but not limited to:
 - The Town and Gown Committee; and
 - Committees arising throughout the year, at the request of the University.

Financial

- In collaboration with the Vice President: University Affairs and the WLU Students' Union Finance & Administration department, achieve the following:
 - Aid in the annual planning and budget process for the sub-department and all committees, in collaboration with the appropriate parties;
 - Ensure that the sub-department and all committees adhere to the submitted and approved operating budgets; and
 - Assess the financial performance of the sub-department and all committees, as applicable.

Supervisory

- Ensure that all coordinator, executive, and general-level volunteers within the University Affairs sub-department fulfill the requirements of their descriptions and that those committees work toward fulfilling departmental and organizational goals;
- Maintain a constructive relationship with the campus and local community;
- Assist in ensuring all individuals within the University Affairs – Waterloo sub-department are adhering to Occupational Health & Safety standards;
- Aid in performance evaluations and formal disciplinary processes for all personnel within the University Affairs – Waterloo sub-department, in collaboration with WLU Students' Union Human Resources, when required;
- Oversee the Coordinators of the following committees, specifically within the Waterloo campus:
 - Student Rights Advisory Committee; and

POSITION DESCRIPTION

- Outreach.

Leadership and Collaboration

- Meets regularly with Vice President: University Affairs;
- Works in collaboration and consultation with the Director of Policy, Research and Advocacy, and relevant full-time support staff when required;
- Meets with all other WLU Students' Union personnel, as required or prescribed;
- 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: University Affairs.

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-week, 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:

- Student Executive;
- Town and Gown Committee – City of Waterloo;
- Waterloo Crime Awareness Team;
- St. Patrick's Day Operations Team; and
- Any committee as requested or appointed to by the Vice President: University Affairs.