

POSITION DESCRIPTION

POSITION TITLE:	Vice President: Programming and Services Waterloo
REPORTS TO:	President & CEO
SALARY RANGE:	Starting at \$35,000
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 either the Waterloo or Brantford campus

SUMMARY:

The Programming & Services department supports all student-focused functions for the students of Wilfrid Laurier University on the Waterloo Campus. The goal of the Programming & Services – Waterloo department is to take a holistic approach, integrating the initiatives of campus activities, programming, and student services, focusing on enhancing the overall undergraduate student experience on the Waterloo campus.

Reporting to the President & CEO, the Vice President: Programming & Services - Waterloo will be focused on achieving the goals of the Programming & Services – Waterloo department of the Wilfrid Laurier University Students' Union. 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, Guiding Principles, and by-laws and policies of the Wilfrid Laurier University Students' Union;
- Maintain the following duties required of all Vice Presidents:
 - Develop departmental goals and objectives for both short- and long-term;
 - Create a department operating budget, and stay within budgetary restrictions;
 - Monitor operational compliance with Students' Union policy
 - Maintain regular office hours on campus; and
 - Prepare or assist with Board of Director monitoring reports, as requested by the President.
- Facilitate the coordination and monitoring of all department functions relating to the Waterloo campus;
- Evaluate, maintain, and continuously enhance all department functions relating to the Waterloo campus;
- Continuously evaluate, maintain, and enhance all department strategies relating to the Waterloo campus;
- Remain well versed in campus activities, programming, and student services policies, procedures, risk management requirements, and legal requirements to ensure best practices;
- Build and maintain relationships with external and internal parties to support the campus activities, programming, and student services goals of the WLU Students' Union on 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 function of Vice President encompasses 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. Specific roles and responsibilities allocated to the Vice President: Programming & Services - Waterloo include, but are not limited to the following:

Operational

- Develop, promote, assess and adhere to campus activities, programming, and student services best practice and to agreed systems and procedures across all levels of the WLU Students' Union;
- Aid in the continued development, review, and maintenance of all campus activities, programming, and student services policies and procedures, ensuring best practices and risk management requirements are achieved;
- Act as a consultant and support for a comprehensive campus activities, programming experience and student services within the Students' Union in collaboration with the Director, Student Experience and Manager, Programming and Promotions;
- Have a working knowledge of the various student services, their operating procedures and systems;
- Develop and implement an effective entertainment package for Wilf's and The Turret, in consultation with the Director, Student Experience, Manager, Programming and Promotions and Director Hospitality Services;
- Establish a strategy for marketing and promotion of all campus activities, programming, and student services, acting as a liaison between the Marketing department and the Programming & Services department; and
- In collaboration with the Vice President: Finance and Administration, facilitate all volunteer appreciation events.

Financial

- In collaboration with the WLU Students' Union Finance & Administration department, achieve the following:
 - Facilitate the annual planning and budget process for all campus activities, programming, and students services, in collaboration with each committee coordinator;
 - Monitor the ongoing performance of all campus activities, programming, and student services;
 - Ensure that all campus activities, programming, and student services adhere to the submitted and approved operating budgets; and
 - Assesses the financial performance of all campus activities, programming, and student services, as applicable.

Supervisory:

- Hire and manage coordinators who will aid in the operation of the department;
- Ensure that all the paid and unpaid (coordinators, executive, and general-level volunteers) staff within the Programming & Services - Waterloo department fulfill the requirements of their descriptions;

POSITION DESCRIPTION

- Ensure all individuals within the Programming & Services - Waterloo department are adhering to Occupational Health & Safety standards;
- Oversee all performance evaluations and formal disciplinary processes for all personnel within the Programming & Services - Waterloo department, in collaboration with WLU Students' Union Human Resources;
- Oversee the coordinators and committees within the Programming & Services department, which currently consists of the following committees:
 - Activities Team
 - EcoHawks
 - Emergency Response Team
 - First Year Project
 - Food Bank
 - Foot Patrol
 - Healthy Lifestyles
 - Peer Connect
 - Shinerama
 - Winter Carnival;
- Oversee the Orientation Program Facilitator, Waterloo Campus, and any Orientation Week specific committees; and
- In collaboration with the WLU Special Constables Services, oversee the operation of the Emergency Response Team (ERT).

Organizational Accountability:

- Complete all Board of Director Monitoring Reports, as required and relevant to the Programming & Services – Waterloo department, illustrating compliance through evidence-based reporting;
- Maintain, and modify where appropriate, a Programming & Services - Waterloo department procedural manual, and any related committee manuals;
- Recommending long and short-term goals of the Programming & Services department by assessing student needs; examining program resources and capabilities; preparing recommendations for long-term initiatives and undertakings;
- Recommend potential new initiatives and functions of the Programming & Services department by analyzing student needs, with an evidence-based approach;
- Ensures adequate student representation on university committees and input on university initiatives for issues pertaining to the Programming & Services department, as delegated by the President & CEO;
- Providing evaluative information regarding student services by analyzing statistical information – by reviewing and reporting services' initiatives, successes and challenges;
- Implement Students' Union policy and procedures, as confirmed by Executive Team; and
- Ensure all WLU Students' Union assets (property and resources) used by the Programming & Services department are properly handled and maintained.

Leadership and Collaboration:

- Meet regularly with President & CEO and Management Team;
- Advise and oversee coordinators and the Orientation Program Facilitator, who will aid in the operation of the department;

POSITION DESCRIPTION

- Work in collaboration and consultation with the Manager, Programming & Promotions and relevant full-time support staff;
- Meet regularly with each committee coordinator, as required (bi-weekly one on ones suggested);
- Hold regular departmental-wide meetings (including both coordinators and full-time support staff);
- Meet with all other WLU Students' Union personnel, as required or prescribed;
- Attend Board of Director Meetings;
- Maintain a constructive relationship and demonstrates a high degree of interpersonal savvy within the WLU Students' Union and WLU community;
- Develop, promote, and adhere to best practice and to agreed systems and procedures across all levels of WLU Students' Union;
- Ensure open and honest communication between all WLU Students' Union departments, business operations and staff, as required; and
- Any other duties as assigned by the President & CEO.

TIME COMMITMENT:

The 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 10 hours of work bi-week, during the months of March and April.

- Full-time, contract position, with the expectation to work 44hrs per week;
- Core 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:

- Management Team;
- Student Executive;
- Orientation Week Steering Committee;
- Sustainability Committee;
- Ex-officio status on any committee within the Programming and Services department; and
- Any committee as requested or appointed to by the President & CEO.