

# POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Vice President: University Affairs
<b>REPORTS TO:</b>	President & CEO
<b>SALARY RANGE:</b>	Starting at \$35,000
<b>OFFICE LOCATION:</b>	Waterloo
<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 University Affairs department is the voice of advocacy for the students of Wilfrid Laurier University, representing matters concerning academics, access, funding within the university and throughout the municipal, provincial, and federal levels of government.

Reporting to the President & CEO, the Vice President: University Affairs will be focused on achieving the goals of the University Affairs department of the Wilfrid Laurier University Students' Union, on both the Waterloo and Brantford campuses. 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 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 and equivalent office hours on all campuses; and
  - Prepare or assist with Board of Director monitoring reports, as requested by the President.
- Facilitate the coordination, monitoring and implementation of advocacy strategies, balancing the long and short-term goals of the WLU Students' Union;
- Continuously evaluate, maintain, and enhance the advocacy strategies of the WLU Students' Union;
- Continually examine, collect, and present information that is relevant and necessary for the development of policy pertaining to post-secondary student issues; and
- Remain well versed regarding political developments at the municipal, provincial and federal levels.

## **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: University Affairs include, but are not limited to the following:

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## **Advocacy**

- Review and monitor proposed and current government policies and trends – municipal, provincial, and federal – 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 (municipal, provincial and federal) of issues of general concern within the post-secondary education sector;
- Represent the best interests of all undergraduate students, under the direction of the President & CEO, in regards to the university community;
- Be the official Students' Union representative for any provincial, and federal level advocacy partnership;
- Continuously research, review, and evaluate the effectiveness of provincial and federal student advocacy organizations, and make recommendations to the President & CEO regarding membership; and
- Ensure equitable representation on both the Brantford and Waterloo campuses through advocacy initiatives that focus on multi-campus issues.

## **Financial**

- In collaboration with the WLU Students' Union Finance & Administration department, achieve the following:
  - Facilitate the annual planning and budget process for all University Affairs committees, in collaboration with Associate Vice President's and committee coordinators;
  - Monitor the ongoing performance of all University Affairs committees to the submitted and approved operating budgets;
  - Assess the financial performance of all University Affairs committees, as applicable; and
  - Maintain and regularly update a budget tracker of all expenses starting May 1.

## **Supervisory**

- Hire and manage two Associate Vice Presidents, who will aid in the daily operation of the department and directly oversee the committees;
- Ensure that all paid (Associate) and unpaid (coordinator, executive, and general-level volunteer) staff within the University Affairs department fulfill the requirements of their descriptions;
- Oversee all performance evaluations and formal disciplinary processes for all personnel within the University Affairs department, in collaboration with WLU Students' Union Human Resources;
- Oversee the coordinators and committees within the University Affairs department, which currently consists of the following:
  - Associate Vice President: University Affairs – Brantford
  - Associate Vice President: University Affairs – Waterloo
  - Outreach Committee – Brantford
  - Outreach Committee – Waterloo
  - Student Rights Advisory Committee – Waterloo
  - Student Rights Advisory Committee – Brantford

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- Ensure equitable distribution of time by being on both campuses a reasonable portion of each week; and
- Communicate regularly with both AVPs to create collaboration and cooperation between campus-specific departments.

## **Organizational Accountability**

- Complete all Board of Director Monitoring Reports, as required and relevant to the University Affairs department, illustrating compliance through evidence-based reporting;
- Maintain, and modify where appropriate, a University Affairs department procedural manual, and any related committee manuals;
- Recommending long and short-term goals of the University Affairs 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 University Affairs 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 University Affairs department, as delegated by the President & CEO;
- Implement Students' Union policy and procedures, as confirmed by Management Team; and
- Ensure all WLU Students' Union assets (property and resources) used by the University Affairs department are properly handled and maintained.

## **Leadership and Collaboration**

- Meet regularly with President & CEO and Management Team;
- Advise, oversee and meet regularly Associate Vice Presidents, who will aid in the daily operation of the department;
- Support the Associate Vice Presidents with the operation of the department on the Brantford campus ;
- Work in collaboration and consultation with the Director of Policy, Research, and Advocacy;
- Hold regular departmental-wide meetings (including all coordinators, associate vice-presidents and full-time support staff);
- 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;
- Act professionally in any capacity where representation of the Wilfrid Laurier University Students' Union is required;
- Be responsible for training and any risk associated with the Student Rights Advisory Committee;
  - Ensure that all training on both campuses is done before any volunteers or AVPs handle cases; and
- Any other duties as assigned by the President & CEO.

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## **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. Additionally, the requirements within OUSA have an expectation of working some early mornings, nights, or weekends. This will require the incumbent to travel to Toronto at minimum once monthly.

- 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;
- Ontario Undergraduate Student Alliance (OUSA);
  - Note: The Vice President is unable to fulfill an executive role within the Ontario Undergraduate Student Alliance, not limited to President, Vice President: Finance or Vice President: Human Resources due to the nature of the multi-campus duties.
- Ex-officio status on any committee within the University Affairs department; and
- Any committee as requested or appointed to by the President & CEO.