

POSITION DESCRIPTION

POSITION TITLE:	Associate Vice President: Finance & Administration Waterloo
REPORTS TO:	Vice President: Finance & Administration
SALARY RANGE:	Starting at \$14,000
OFFICE LOCATION:	Waterloo
EDUCATION:	Pursuing or completed a post-secondary degree at WLU
QUALIFICATIONS:	A current Undergraduate student (member of the WLU Students' Union) at the time of application from the Waterloo campus

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, and that best practices are being followed for financial and human resource accountability. Reporting to the Vice President: Finance & Administration, you will be focused on achieving the goals of the Finance & Administration department of the Wilfrid Laurier University Students' Union on the Waterloo campus. You 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 for the following to be achieved.

JOB SPECIFIC DUTIES:

Recognizing that the function of Associate 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 on the Waterloo campus. Under the supervision of the Vice President: Finance & Administration to ensure consistency and best practices throughout the entire WLU Students' Union, you will facilitate the following functions:

- Operate in accordance with the Vision, Mission, and Guiding Principles, by-laws and policies of the Wilfrid Laurier University Students' Union;
- Follow all Health & Safety policies and procedures as outlined by the Students' Union and the Occupational Health and Safety Act (OHSA) of Ontario;
- Remain knowledgeable of all applicable department and human resources policies and procedures of the Students' Union;
- Continually work in collaboration and consultation with the Director, Finance & Administration, the Human Resource Full-time Staff Team and relevant full-time support staff, as required;
- Maintain the following duties required of all Associate Vice Presidents:
 - Assist the Vice President of your respective department in achieving their mandate;
 - Aid in the execution of departmental goals and objectives for both short- and long-term;
 - Adhere to the department operating budget and stay within budgetary restrictions, and;
 - Monitor operational compliance with Students' Union policy;
- Remain well versed in finance, administration and human resource policies, procedures, risk management and legal requirements to ensure best practices are achieved;
- Build and maintain constructive relationships with internal and external parties to support the goals of the Finance & Administration on the Waterloo campus;

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- Ensure open and honest communication between all WLU Students' Union departments, business operations and staff, as required;
- Facilitate the execution of all finance, administration and human resource functions on the Waterloo campus;
- Maintain a Finance & Administration department procedural manual, and any related committee manuals, for the Waterloo campus;
- Meet weekly with the Vice President: Finance & Administration;
- Any other duties as assigned by the Vice President: Finance & Administration; and

Human Resources

- Adhere to human resource best practices, 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;
- Act as a human resource consultant by providing guidance and support for issues regarding volunteers on the Waterloo campus in collaboration with the Director, Student Experience and the Human Resource Full-time Staff Team;
- Oversee and advise all Finance & Administration unpaid staff (coordinators, executive, and general-level volunteers) within the Finance & Administration department on the Waterloo campus, and ensure they fulfill the requirements of their roles;
- Facilitate, in conjunction with the appropriate department manager or committee coordinator, the recruitment and selection of all volunteers on the Waterloo campus;
- Assist the Vice President: Finance & Administration in the management of the WLU Students' Union hiring system (hiring.yourstudentsunion.ca) for the Waterloo campus;
- Aid the Vice President: Finance & Administration in the initial orientation and continuous professional training and development for all volunteers on the Waterloo campus;
- Aid the Vice President: Finance & Administration in the formal disciplinary process, performance evaluations and general treatment procedures of all volunteers on the Waterloo campus;
- Assist the Vice President: Finance & Administration in the organization, implementation and overall execution of all volunteer appreciation events for the Waterloo campus, in conjunction with the appropriate department manager or committee coordinator; and

Financial Services

- Act as a financial consultant and support for all levels of the WLU Students' Union, in collaboration with the Director Finance & Administration;
- Assist in the annual planning and budget process for the all Students' Union departments on the Waterloo campus in collaboration with each budget leader and their direct supervisor;
- Monitor the ongoing financial performance of all committees within the Students' Union on the Waterloo campus, to ensure they adhere to their approved operating budget(s);
- Sign all necessary finance forms for the Waterloo campus (expense requisition, petty cash, etc.); and
- Regularly review all Waterloo volunteer committee budget trackers, and ensure they are keeping the trackers up-to-date.

TIME COMMITMENT:

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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 20-22hrs per week;
- Core office hours are 10:00am-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;
- 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;
- Associate Vice Presidential Hiring Committee; and
- Any committee as requested or appointed to by the Vice President: Finance and Administration.