

# POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Associate Vice President: Programming Waterloo
<b>REPORTS TO:</b>	Vice President: Student Services Waterloo
<b>SALARY RANGE:</b>	\$14,535
<b>OFFICE LOCATION:</b>	Waterloo
<b>EDUCATION:</b>	Pursuing or completed a post-secondary degree at WLU
<b>QUALIFICATIONS:</b>	A current Undergraduate student (member of the WLU Students' Union) at the time of application from the Waterloo campus

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## **SUMMARY:**

The Student Services Waterloo department supports all student-focused functions for the students of Wilfrid Laurier University on the Waterloo campus. The Student Services Waterloo department's goal is to take a holistic approach, integrating the initiatives of campus activities and programming, focusing on enhancing the overall student undergraduate experience. Reporting to the Vice President: Student Services Waterloo, you will be focused on the planning and execution of Orientation Week Waterloo as well as supporting coordinators in programming throughout the Fall and Winter semesters. You will need to be results driven with function knowledge of the role, the ability to think critically, as well as have strong leadership skills in order for the following to be achieved.

## **JOB SPECIFIC DUTIES:**

Recognizing that the function of Associate Vice President: Programming Waterloo 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: Student Services Waterloo 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;
- Remain well versed in Programming procedures and risk management requirements to ensure best practices are achieved;
- Promote and adhere to Programming best practice and to agreed systems and procedures across all levels of the Students' Union;
- Assist the Vice President in achieving their mandate;
- Aid in the execution of departmental goals and objectives for both short- and long- term;
- Build and maintain constructive relationships with internal and external parties to support the goals of the Programming department on the Waterloo campus;
- Ensure open and honest communication between all Students' Union departments, business operations and staff, as required;
- Work in continuous collaboration and consultation with the Director, Student Executive and relevant full-time support staff, as required;
- Facilitate, in conjunction with the Finance & Administration department, the recruitment and selection of all volunteers within the Programming department on the Waterloo campus;

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- Oversee and advise all Programming unpaid staff (coordinators, executive, and general-level volunteers) within the Programming department on the Waterloo campus, and ensure they fulfill the requirements of their roles;
- Aid in performance evaluations and formal disciplinary processes for all personnel within the Programming department on the Waterloo campus, in collaboration with Human Resources;
- In collaboration with the Finance & Administration department, facilitate the annual planning and budget process for all Programming activities on the Waterloo campus;
- Ensure all Programming department reimbursements and invoices on the Waterloo campus are processed and completed within a timely manner;
- Adhere to the department operating budget and stay within budgetary restrictions, as well as ensure that any committees on the Waterloo campus adhere to the submitted and approved operating budgets;
- Plan, implement and execute Orientation Week on the Waterloo campus;
- Develop, promote, and assess Orientation Week Waterloo related activities as well as Fall and Winter programming, adhering to best practices, and agreed systems and procedures across all levels of the Students' Union;
- With the Internal Orientation Week Steering Committee:
  - Create and implement the Orientation Week, Orientation Conference, and Boot Camp timelines and schedules for the Waterloo campus;
  - Liaise with Students' Union Hospitality Team for meal services throughout Orientation Week training in Waterloo; and
  - Develop Orientation Week volunteer manuals that include the schedules and job requirements for the Waterloo teams;
- Aid in the continued development, review, and maintenance of all Orientation Week Waterloo related activities, as well as Fall and Winter programming, policies, and procedures, ensuring best practices and risk management requirements are achieved;
- Establish a strategy for marketing and promotion of all student programming, acting as a liaison between the Marketing department and the Programming Waterloo portfolio;
- Develop and Implement an effective entertainment package for Wilf's, The Turret, and Orientation Week Waterloo, in consultation with the VP: Student Services Waterloo, Director, Student Experience, and Director, Hospitality Services;
- Coordinate the involvement of the various Student Services department committees within Orientation Week Waterloo and assist in the work schedules of the committees in consultation with the VP: Student Services Waterloo;
- Organize and monitor the registration process for Orientation Week Waterloo, including registration packages and online registration system;
- Liaise with appropriate parties regarding first year student experiences, (e.g. WLU Student Affairs, WLU Centre for Student Equity, Diversity, and Inclusion, WLU Athletics) as prescribed;
- Provide evaluative information regarding Orientation Week programs and services by analyzing statistical information after Orientation Week Waterloo from the initiatives' successes and challenges for transitional purposes;
- Complete by end of term, a detailed Orientation Week Waterloo assessment and written transition report regarding successes and challenges from programming, outlining areas of success, improvement, and recommendations for the future;
- Collaborate with the Vice President: Student Services Waterloo to ensure a smooth transition from Orientation Week into the traditional school year on the Waterloo campus;

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- Ensure all WLU Students' Union assets (property and resources) used by the Student Services department are properly handled and maintained;
- Remain on-campus and available throughout September to complete performance appraisals and formal transition reporting;
- Meet regularly with the Vice President: Student Services Waterloo to set goals, seek clarification and assistance, and discuss activities within the Programming department on the Waterloo campus; and
- Any other duties as assigned by the Vice President: Student Services.

## **TIME COMMITMENT:**

The Associate Vice President: Programming Waterloo term begins in May and concludes in April 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 35 hours per week May through to September, and then 10 hours per week from September through to April;
- Core office hours are 8:30am-4:30pm, Monday to Friday, however hours will vary depending on program scheduling, and therefore evening and weekend hours are to be expected; and
- Work will mainly be completed seated at a desk, using a computer, and walking around setting up and managing events.

## **COMMITTEE MEMBERSHIP:**

- Orientation Team (Chair);
- Orientation Week Steering Committee – External;
- Orientation Week Steering Committee – Internal; and
- Any committee as requested or appointed to by the Vice President: Student Services Waterloo.