

POSITION DESCRIPTION

POSITION TITLE:	Associate Vice President: University Affairs Waterloo
REPORTS TO:	Vice President: University Affairs
SALARY RANGE:	\$14,820
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 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, you will be focused on achieving the goals of the University Affairs department of the Wilfrid Laurier University Students' Union on the Waterloo campus. You will need to be results driven with the ability to think critically, have strong collaboration and teamwork skills, and excellent communication 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: University Affairs 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;
- Assist in ensuring all individuals within the University Affairs department on the Waterloo campus are adhering to Occupational Health & Safety standards;
- Remain knowledgeable of all applicable department and human resources policies and procedures of the Students' Union;
- Remain well versed regarding political developments at the municipal level to ensure best practices are achieved;
- Promote and adhere to University Affairs 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 University Affairs 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, Policy Research & Advocacy and relevant full-time support staff, as required;

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- Facilitate, in conjunction with the Finance & Administration department, the recruitment and selection of all volunteers within the University Affairs department on the Waterloo campus;
- Oversee and advise all University Affairs unpaid staff (coordinators, executive, and general-level volunteers) within the University Affairs 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 University Affairs 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 university affairs activities on the Waterloo campus;
- Ensure all University Affairs 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;
- Continuously evaluate, maintain and enhance the advocacy strategies of the Students' Union regarding Waterloo campus issues;
- Continually examine, collect, and present research that is necessary for policy development related to post-secondary student issues;
- Review and monitor proposed and current municipal and regional government policies that pertain to and affect undergraduate students at WLU;
- Act as a representative of the Students' Union to government, primarily at the municipal and regional level, the media, and to the University on campus specific issues;
- Conduct consultations with municipal elected government officials and other stakeholders;
- Support the broader institutional advocacy strategy as determined by the Vice President: University Affairs;
- Assist and guide Undergraduate students through the academic appeals process;
- Oversee and support the Student Rights Advisory Committee through:
 - Being a source of clarification on rights when it comes to Landlord Tenant issues;
 - Providing high quality training on students' housing rights; and
 - Helping find solutions for more detailed, higher risk cases;
- Attend committee meetings as deemed appropriate by the Vice President: University Affairs;
- Meet regularly with the Vice President: University Affairs to set goals, seek clarification and assistance, and discuss activities within the University Affairs department on the Waterloo campus; 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.

- Part-time, contract position, with the expectation to work 20-22hrs per week;
- Core office hours are 8:30am-4:30pm, Monday to Friday, however hours may vary depending on time of year and project needs, and therefore evening and weekend hours are to be expected; and
- Work will mainly be completed seated at a desk, using a computer.

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COMMITTEE MEMBERSHIP:

- Student Executive;
- Town and Gown Committee with the City of Waterloo;
- St. Patrick's Day Task Force; and
- Any committee as requested or appointed to by the Vice President: University Affairs.