

# POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Vice President: Programming and Services Brantford
<b>REPORTS TO:</b>	President & CEO
<b>SALARY RANGE:</b>	Starting at \$37,000
<b>OFFICE LOCATION:</b>	Brantford
<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 either the Waterloo or Brantford campus

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## **SUMMARY:**

The Vice President: Programming & Services Brantford supports all student-focused functions for the students of Wilfrid Laurier University on the Brantford Campus. The goal of the Programming & Services Brantford 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 Brantford Campus. You will work in collaboration with the Brantford-based Associate Vice Presidents and multi-campus Vice Presidents to ensure all goals for the department are met. Reporting to the President & CEO, you will be focused on achieving the goals of the Programming & Services department of the Wilfrid Laurier University Students' Union for the Brantford campus. You will need to be results driven and able to critically think, have strong adaptability and resiliency skills, and excellent communication skills in order for the following to be achieved.

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

- Operate in accordance with the Vision, Mission, and Guiding Principles, by-laws and policies of the Wilfrid Laurier University Students' Union;
- Prepare, or assist with, Board of Director monitoring reports, as required and relevant to the department, illustrating compliance through evidence-based reporting;
- Attend Board meetings as requested by the President & CEO;
- Follow all Health & Safety policies and procedures as outlined by the Students' Union and the Occupational Health and Safety Act of Ontario;
- Ensure all individuals within the Programming & Services department 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 in Programming & Services policies, procedures and risk management requirements to ensure best practices;
- Develop, promote, assess and adhere to Programming & Services best practice, and to agreed systems and procedures across all levels of the Students' Union;
- Aid in the continued development, review and maintenance of all Programming & Services policies, procedures, services and activities, ensuring best practices and risk management requirements are achieved;

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- Develop departmental goals and objectives for both short- and long-term by assessing student needs, examining program resources and capabilities, and preparing recommendations for long-term initiatives and undertakings;
- Continuously evaluate, maintain and enhance the Programming & Services strategies and experience by recommending potential new initiatives and functions of the Programming & Services department through student needs analysis using an evidence-based approach;
- Maintain and modify where appropriate, a Programming & Services department procedural manual, and any related committee manuals;
- Ensures equitable student representation on University committees and input on University initiatives for issues pertaining to the Programming & Services department, as delegated by the President & CEO;
- In collaboration with the Finance & Administration department, participate in annual budgetary planning, create a department operating budget, and stay within budgetary restrictions;
- Ensure all Programming & Services department reimbursements and invoices are processed and completed within a timely manner;
- Ensure that all Programming & Services department staff and volunteers adhere to the submitted and approved operating budgets;
- Assess the financial performance of all Programming & Services department functions;
- Ensure all Students' Union assets (property and resources) used by the Programming & Services department are properly handled and maintained;
- Hire, and directly, manage the Orientation Program Facilitator who will plan and execute Orientation Week on the Brantford campus;
- Aid in the hiring of all coordinators within the Programming & Services department;
- Oversee and advise all Programming & Services staff within the Programming & Services department, and ensure they fulfill the requirements of their roles, including paid (Orientation Program Facilitator) and unpaid (coordinators, executive, and general-level volunteers) from the following committees: Hawk Team, EcoHawks, Foot Patrol, Food Bank, Healthy Lifestyles, Peer Connect and Shinerama;
- Oversee all performance evaluations and formal disciplinary processes for all personnel within the Programming & Services department, in collaboration with Human Resources;
- Establish a strategy for marketing and promotion for the Programming & Services department, acting as a liaison between the Marketing department and the Programming & Services department;
- Attend a minimum of one general meeting per departmental committee, per semester;
- Act as a consultant and support for comprehensive campus activities, programming and student services experience within Students' Union;
- Develop and implement an effective entertainment package for programming on and off site, in consultation with the Director of Brantford Operations and Hospitality Services Manager;
- Facilitate all volunteer appreciation events in collaboration with the Associate Vice President: Finance & Administration Brantford;
- Oversee the collaboration with Cystic Fibrosis Canada as well as attending Shinerama Conferences during the summer;
- Oversee the operation of the Foot Patrol Brantford van program in collaboration with the Programming & Promotions Manager;

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- Build and maintain constructive relationships with internal and external parties to support the goals of the Programming & Services department;
- Ensure open and honest communication between all Students' Union departments, business operations and staff;
- Continuously work in collaboration and consultation with the Director, Brantford Operations, and relevant full-time support staff when required;
- Hold regular departmental-wide meetings including Orientation Program Facilitator, coordinators and relevant full-time support staff;
- Meet regularly with President & CEO and Management Team; 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-weekly, during the months of March and April.

- Full-time, contract position, with the expectation to work 40-44hrs per week;
- Core 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.

## **COMMITTEE MEMBERSHIP:**

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