

# 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 \$18,720
<b>OFFICE LOCATION:</b>	Waterloo
<b>EDUCATION:</b>	Pursuing or completed a post-secondary degree at WLU in 2020 or 2021
<b>QUALIFICATIONS:</b>	Experience in the field you are applying to is an asset

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## **SUMMARY:**

The University Affairs department is the voice of advocacy for the students of Wilfrid Laurier University, representing matters concerning the accountability, affordability, accessibility and quality of post-secondary education throughout the municipal, provincial and federal levels of government. Reporting to the President & CEO, you will be focused on the advocacy priorities of the University Affairs department of the Wilfrid Laurier University Students' Union, on both the Waterloo and Brantford campuses. You will need to be results driven with the ability to think critically, have strong leadership 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 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 University Affairs 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 University Affairs department policies, procedures and risk management requirements to ensure best practices;
- Develop, promote, assess and adhere to University Affairs department 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 University Affairs department policies and procedures, ensuring best practices and risk management requirements are achieved;
- 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;

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- Continuously evaluate, maintain and enhance the University Affairs department strategies and experience by recommending potential new initiatives and functions of the University Affairs department through student needs analysis using an evidence-based approach;
- Maintain and modify where appropriate, a University Affairs department procedural manual, and any related committee manuals;
- Ensure equitable student representation on University committees and input on University initiatives for issues pertaining to the University Affairs department on both the Brantford and Waterloo campuses, 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 University Affairs department reimbursements and invoices are processed and completed within a timely manner;
- Ensure that all University Affairs department staff and volunteers adhere to the submitted and approved operating budgets;
- Assess the financial performance of all University Affairs department functions;
- Ensure all Students' Union assets (property and resources) used by the University Affairs department are properly handled and maintained;
- Hire, and directly manage, two Associate Vice Presidents who will aid in the daily operation of the department and directly oversee the committees, unpaid staff and municipal advocacy on their respective campus;
- Aid in the hiring of all coordinators within the University Affairs department;
- Oversee and advise all University Affairs staff, paid (Associate Vice Presidents) and unpaid (coordinators, executive, and general-level volunteers) within the University Affairs department, and ensure they fulfill the requirements of their roles;
- Communicate regularly with both Associate Vice Presidents to create collaboration and cooperation between campus-specific departments;
- Oversee all performance evaluations and formal disciplinary processes for all personnel within the University Affairs department in collaboration with the Human Resources;
- Establish a strategy for marketing and promotion for the University Affairs department, acting as a liaison between the Marketing department and the University Affairs department;
- Review and monitor proposed and current government policies – provincial and federal – that pertains to and affects WLU Undergraduate students;
- Conduct high level research to best inform advocacy efforts;
- Lobby students' viewpoints and needs to the appropriate level of government to enhance the post-secondary education experience both provincially and federally;
- Maintain and enhance relations with the government as well as post-secondary education stakeholders;
- Represent the best interests of all Undergraduate students regarding the University community as designated, and in collaboration with, the President & CEO;
- Represent the Students' Union in any provincial and/or 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;
- Build and maintain constructive relationships with internal and external parties to support the goals of the University Affairs department;

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- Ensure open and honest communication between all Students' Union departments, business operations and staff;
- Continuously work in collaboration and consultation with the Director, Policy, Research, and Advocacy, and relevant full-time support staff when required;
- Hold regular department-wide meetings including Associate Vice Presidents and 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 Nov 1 and concludes on April 30 of the following year. 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;
- The Students' Union operates on both the Waterloo and Brantford campuses, therefore you are 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 Steering Committee;
  - Note: The Vice President must obtain the permission of the President & CEO to hold 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.