

Vice President Student Advocacy

Job Title:	Vice President Student Advocacy (VPSA)	Job Category:	Executive Officer
Department/Group:	University of Windsor Students' Alliance (UWSA)	Reports to:	President/Board of Directors
Location:	UWSA office - CAW Student Centre	Position Type:	Full Time (Elected)
Level/Salary Range:	Approved in Annual Budget	Term of Office:	May 1 st – April 30 th
HR Contact:	General Manager		
Internal posting URL:	www.uwsa.ca/about/uwsa-opportunities/	Travel required:	Yes

Nomination Process

This position is elected by the general UWSA Student Membership at the Winter General Election or, if the position is vacant, at the Fall By-Election. Nominations must be submitted to the Chief Returning Officer during the electoral process. For more information:

UWSA office – CAW Student Centre, Room 209

Phone: 519-971-3600 | E-mail: uwsa@uwindsor.ca | Fax: 519-971-3654

www.uwsa.ca/about/uwsa-opportunities/

General Scope of Duties

ROLE

The office of the Vice President Student Advocacy is responsible for the academic, advocacy, equity and external functions engaged in by the UWSA.

DUTIES AND RESPONSIBILITIES

- Meet regularly with the President to discuss matters arising under this portfolio
- Organize and direct all advocacy-related programming and external government relations for the UWSA
- Liaise with federal, provincial and municipal politicians, along with other civil servants where appropriate
- Serve as the de-facto representative for any post-secondary student and advocacy organization to which the UWSA belongs
- Actively establish and maintain positive relationships with campus partners and community partners
- Advocate, lobby, and work with labour and faculty unions on campus and in the community to enact change and better services on campus
- Serve as the UWSA's resource and advocate for students on academic issues, meeting regularly with students as needed
- Provide leadership and support to the Student Senators in:
 - Addressing issues of the day that form barriers to students' access to education, such as but not limited to post-secondary funding, tuition, financial aid (i.e. OSAP, scholarships, bursaries), and student housing;
 - Engaging University of Windsor personnel and bodies relating to academic matters including, but not limited to, the Provost, Associate VP Student Experience, Registrar, Deans, Faculty and Department Councils, Senate and its Committees, and Co-op Education Office
- Provide leadership, oversight and direction to the UWSA Student Services, including but not limited to:
 - AfroFest, Peer Support Centre, Campus Food Pantry, WalkSafe, Womxn's Centre, Campus Pride Centre

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- Interview, hire, train and schedule all Support Staff reporting to their position
- Supervise, coordinate and provide ongoing support to the Service Coordinators, and other Support Staff reporting to their position
- Serve as an ex-officio member of the Board of Directors, Scholarship Committee, Multi-Faith Space Committee, Student Advocacy Committee, Operations Committee, and any other committee as needed by virtue of their position
- Fulfill all duties as provided by the Executive Policy and as reasonably assigned by the President or the Board

ACCOUNTABILITIES

- Hold regular and well-advertised weekly office hours
- Complete a minimum of 24 hours per week, as defined by the Executive Policy
- Organize consistent training for staff and volunteers within portfolio
- Defined by the Executive Policy and the President, prepare weekly progress reports on activities and results and status of portfolio objectives for Operations Committee meetings, monthly reports for the Board of Directors, and other reports as required
- Create a transition manual for their incoming successor before the end of their term, as defined by the Executive Policy
- Train their incoming successor throughout the month of April and advise, as needed

REQUIREMENTS

- Must be a Member of the UWSA (full-time undergraduate student or current Executive) at the time of the election, pursuant to UWSA By-Laws
- Must be in good standing with the UWSA, pursuant to the By-Laws
- Must not be an executive with signing authority (e.g. President, Vice President, Treasurer) of any UWSA club or society
- Must not be a removed Director or Executive within the preceding twelve (12) months, pursuant to the UWSA Elections Policy
- Must not hold an official position with an external student association not sanctioned by the UWSA
- Must not currently hold a position within a media outlet
- Must be eighteen (18) years old, pursuant to the Ontario Corporations Act
- Must have legal authority to be employed full-time in the province of Ontario, pursuant to the Ontario Corporations Act
- Must not have bankruptcy status, pursuant to the Ontario Corporations Act

PREFERRED QUALIFICATIONS

- Strong understanding of and commitment to advocate for students
- Strong understanding of, and commitment to inclusivity
- Demonstrates ability and understanding of volunteer recruitment and training
- Experience supporting and supervising a team
- Strong analytical, problem solving, time management and organizational skills

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- Ability to maintain confidentiality
- Verbal and written communication skills
- Strong administrative skills
- Experience with planning events
- Ability to work independently and in a team environment
- Outstanding fundraising and marketing abilities
- General knowledge of the UWSA

WORKING CONDITIONS

- Mentally exhausting at times
- Extraordinary opportunity for personal growth and skills development, due to high level of responsibility and challenges
- Work will primarily take place in a controlled office environment, but also in a variety of event locations around campus
- Access to office computer, photocopier, office supplies, meeting rooms, etc.

ANTICIPATED LEARNING OUTCOMES

The Vice President Student Advocacy should expect to gain hands-on experience in an influential leadership and strategic role in the UWSA to further promote academic excellence at the University of Windsor. The VP SA should expect opportunities to use and develop skills in the following (but not limited) areas:

- Management of a non-profit corporation
- Understanding of post-secondary academic landscape, policies and procedures
- Leadership and team management skills
- Crisis management
- Communication with various stakeholders
- Ability to deal in high-pressure environments
- Interpersonal skills
- Decision-making abilities
- Multi-tasking abilities

Signature:		Date:	
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The UWSA is strongly committed to being an equal opportunity employer and recruiting a diverse staff.

We encourage candidates to voluntarily self-identify on their application if they are members of traditionally underrepresented communities, including womxn, First Nations, Métis or Inuit persons, persons with disabilities, members of racialized communities, and 2SLGBTQIA-identified persons.

Please note that the UWSA is an independently incorporated students' union operating within the University of Windsor community.

This is not a University of Windsor position.