

Vice President Student Services

Job Title:	Vice President Student Services (VPSS)	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 Services is responsible for the programming functions of the UWSA as it relates to enhancing the quality of student life.

DUTIES AND RESPONSIBILITIES

- Meet regularly with the President to discuss matters arising under this portfolio
- Direct, organize, and implement all event programming related to enhancing student life, including but not limited to Welcome Week, Frost Week, the UWSA Awards Gala, etc.
- Oversee, recruit, train, schedule, and mentor the BlueGold Pack (i.e. UWSA volunteer team)
- Advocate and collaborate with University of Windsor personnel to promote and advance the quality of student life, including but not limited to:
 - Office of Student Experience
 - University's Welcome Week Committee
 - Residence Life
 - Food Services
 - Celebration of Nations Organizing Committee
- Actively establish and maintain positive relationships with campus partners and community partners as it relates to the enhancement of student life
- Actively seek and secure sponsorships for programming
- Work with the Communications Manager to ensure the UWSA website and all social media platforms are updated to reflect the current activities of the UWSA
- Hire, train, schedule and mentor any Support Staff reporting to their position
- Serve as an ex-officio member of the Board of Directors, Policy Management Board, Student Services Committee (Chair), Operations Committee, and any other committee as needed by virtue of their position

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- 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 under their 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 throughout their successor's term 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 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
- Strong awareness and belief with respect to issues including legality, safety and equity
- Demonstrates ability and understanding of volunteer recruitment and training
- Experience supporting and supervising a team
- Strong analytical, problem solving, time management and organizational skills
- Ability to maintain confidentiality
- Verbal and written communication skills
- Strong project management skills
- Strong administrative skills

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- Experience with planning events
- Ability to work independently and in a team environment
- General knowledge of social media and website management
- 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 Services should expect to gain hands-on experience in an influential leadership and intensive project management role in the UWSA to advance the quality of student life at the University of Windsor. The VPSS 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 and administrative 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 and time management 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.