



2015-2016 Executive Board Meeting

Topic: Executive Board Meeting 15-02

Date & Time: Tuesday, June 9, 2015
10:00 a.m.

Place: MSU Boardroom, MUSC 201

Items:

- 1) Adopt Agenda
- 2) Adopt Minutes EB 15-01
- 3) Close Seats on Committees Osazuwa
- 4) Operating Policy 1.2.1 – Teaching Awards Committee Nestico-Semianiw
- 5) Education Job Descriptions Nestico-Semianiw
- 6) Prayer Space in MUSC Jama
- 7) Committee of the Whole – Service Reports Guarna
- 8)
- 9)
- 10)
- 11)
- 12)
- 13)

Objectives

- 1) Adopt Agenda
- 2) Adopt Minutes
- 3) Report
- 4) Report
- 5) Report
- 6) Approve
- 7) Approve
- 8) Approve
- 9) Discussion
- 10) Approve
- 11)
- 12)
- 13)
- 14) Provide Information & Answer Questions
- 15) Unfinished/Other Business
- 16) Time of Next Meeting and Motion to Adjourn

Motions

3.a) Moved by ____, seconded by ____ that the Executive Board close nominations for two (2) seats on the Space Audit Committee.

3.b) Moved by ____, seconded by ____ that the Executive Board close nominations for one (1) Executive Board member on the Sponsorship and Donations Committee.

3.c) Moved by ____, seconded by ____ that the Executive Board close nominations for one (1) MSU member on the Sponsorship and Donations Committee.

- 3.d) **Moved** by ____, **seconded** by ____ that the Executive Board close nominations for one (1) Executive Board member on the Silhouette Board of Publications.
- 3.e) **Moved** by ____, **seconded** by ____ that the Executive Board Close Nominations for one (1) Executive Board member on the EFRT Advisory Committee.
- 3.f) **Moved** by ____, **seconded** by ____ that the Executive Board Close Nominations for one (1) Executive Board member on the Peer Support Line Advisory Committee.
4. **Moved** by ____, **seconded** by ____ that the Executive Board approve the changes to Operating Policy 1.2.1 – Teaching Awards Committee (TAC).
5. **Moved** by Nestico-Semianiw, **seconded** by ____ that the Executive Board approve the creation of the following job descriptions: Community Engagement Coordinator, Provincial and Federal Research Assistant, University Affairs Research Assistant.

Executive Board Meeting 15-02
Tuesday, June 9, 2015 @ 10:00am
MSU Boardroom, MUSC room 201

Call to order @ 10:02 am

Present D'Angela, D'Souza, Guarna, Jama, Khanano, Nestico-Semianiw, Osazuwa, Stegmaier
Late Ibe
Absent Jama
Others Present J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (SLDC) , Alex Wilson (TAC Coordinator), Emilia Lussow (MSU Member)

1. Adopt Agenda

Moved by D'Angela, **seconded** by Khanano that the Executive Board adopt the agenda, as presented.

Vote to Adopt

Motion Passes by General Consent

Ibe arrived at 10:04 am

2. Adopt Minutes

Moved by D'Souza, **seconded** by Nestico-Semianiw that the Executive Board adopt the minutes from Executive Board meeting 15-01 – May 20, 2015, as circulated.

In Favour: 7 Opposed: 0 Abstentions: 1
Motion Passes

3. Close Seats on Committees

a) Space Audit Committee

Moved by D'Angela, **seconded** by Khanano that the Executive Board close nominations for two (2) seats on the Space Audit Committee.

Nominations

- Stegmaier
- Khanano

Vote on Motion

Passes Unanimously

b) Sponsorship & Donations Committee – Executive Board Member

Moved by D'Souza, **seconded** by Guarna that the Executive Board close nominations for one (1) Executive Board member on the Sponsorship and Donations Committee.

Nominations

- Nestico-Semianiw

Vote on Motion

**In Favour: 8 Opposed: 0 Abstentions: 1 (Nestico-Semianiw)
Motion Passes**

c) Sponsorship & Donations Committee – MSU Member

Moved by D’Angela, **seconded** by Stegmaier that the Executive Board close nominations for one (1) MSU member on the Sponsorship and Donations Committee.

Nominations

- Emilia Lussow

Vote on Motion

Passes Unanimously

d) Silhouette Board of Publications

Moved by Nestico-Semianiw, **seconded** by D’Angela that the Executive Board close nominations for one (1) Executive Board member on the Silhouette Board of Publications.

Nominations

- Stegmaier

Vote on Motion

**In Favour: 7 Opposed: 0 Abstentions: 1 (Stegmaier)
Motion Passes**

e) EFRT Advisory Committee

Moved by Guarna, **seconded** by D’Angela that the Executive Board Close Nominations for one (1) Executive Board member on the EFRT Advisory Committee.

Nominations

- D’Souza

Vote on Motion

**In Favour: 7 Opposed: 0 Abstentions: 1 (D’Souza)
Motion Passes**

f) Peer Support Line Advisory Committee

Moved by Guarna, **seconded** by D’Angela that the Executive Board Close Nominations for one (1) Executive Board member on the Peer Support Line Advisory Committee.

Nominations

- Stegmaier

In Favour: 7 Opposed: 0 Abstentions: 1 (Stegmaier)

Motion Passes

4. Operating Policy 1.2.1 – Teaching Awards Committee (TAC)

Moved by Osazuwa, **seconded** by Guarna that the Executive Board approve the changes to Operating Policy 1.2.1 – Teaching Awards Committee (TAC).

- Nestico-Semianiw stated that the Coordinator has done a lot of work on this, and that he will be turning it over to him to explain.
- Wilson went over the memo explaining the changes to the operating policy with the Board.
- D’Angela asked if the Committee will still be operating how it was before.
- Wilson responded that they will still have the hired/elected committee structure. He stated that anyone who would like to join as a voting member can be acclaimed at the SRA meeting in April; the others can volunteer but won’t have any voting rights. He added that they are just trying to address concerns raised in the previous year.

Vote on Motion

Motion Passes

5. Education Job Descriptions

Moved by Nestico-Semianiw, **seconded** by Guarna that the Executive Board approve the creation of the following job descriptions: Community Engagement Coordinator, Provincial and Federal Research Assistant, University Affairs Research Assistant.

- Nestico-Semianiw went over the memo and job descriptions with the Board. He stated that if these pass the job descriptions will then be sent over to finance committee to determine hours and wages, and hopefully have them hired by July.
- Khanano asked if the UA Research Assistant would be working with the UA Committee.
- Nestico-Semianiw responded that the researcher would be reporting to him, but if others would like to have research done then they could talk about it.
- McGowan asked how the Community Engagement Coordinator relates to SCSN activities.
- Nestico-Semianiw stated that they wanted to have someone who was municipally focused. He explained that they have separate portfolios; SCSN will be more engaging in the community and the CEC will be involved in specific events such as change camp or networking at local meetings.
- D’Angela asked if the position of the CEC necessitate a review of the mandate and job descriptions of SCSN.
- Nestico-Semianiw explained that there should be a clear mandate between the two.
- The Board discussed the CEC job description to see if there would be a conflict between this position and SCSN. They wanted to make sure that there wouldn’t be a conflict before approving the job description. Nestico-Semianiw assured them that the CEC will be reporting to him and SCSN will be doing whatever is outlined in their operating policy.

Vote on Motion

Passes Unanimously

6. Prayer Space in MUSC

- Ibe stated that he and Jama wanted to have a conversation about creating space for religious groups on campus to use MUSC CIBC Hall. He felt that it would be better for groups to have centralized space. He stated that he was in the process of finding out if this is something that the groups actually want. He

added that he wanted to bring this to the Board to discuss, see if there are alternatives and if it would be useful.

- Khanano stated that creating space on campus would be good. He agreed that CIBC Hall is a good venue, but how would they take into account for other groups on campus.
- Osazuwa stated that he spoke to Jama about this and the Chaplaincy Centre. He stated that two concerns were brought up; CIBC Hall might not be as accommodating to groups as they service alcohol in that space, and also it wouldn't be accommodating for those of the Jewish faith as candles are sometimes lit and it's a fire hazard. He explained that he will be bringing this up to Sean Van Koughnett when he goes to meet with him today. He added that there will be something but it might not be accommodating to all things.
- McGowan stated that there have been attempts in the past to have this happen. He explained that it might be helpful to circulate the efforts from previous years so that people don't start from scratch. He stated that CIBC Hall has been discussed at MUSC Board of Management in the past, but there are other student groups who use it, so how do you give exclusivity to religious groups over the other groups on campus.
- Guarna stated that they should do a survey to faith based groups on campus to see what they would like from the space.
- McGowan responded that one was done two years ago, and he will try to find it.
- Ibe stated that he was willing to work with anyone, and that it would be great to get the research to look into this.
- Guarna stated that they should bring more information back in a month.

7. Information and Question Period

- Osazuwa reported that they need to make a decision to bring to the SRA on what to do with the peer tutoring network. He explained that they have two options for how to set one up; creating a brand new website that is mac centric which will be around \$50,000 or use a third party site which would be free. Osazuwa stated that the pro for the first option would be that they could customize it, but a major con is the amount of money. He stated that the pro for the second option would be that it's cheap and that it would be done before September, but the con is that it wouldn't be McMaster focused. He asked the Board for direction. The Board discussed the options. Some felt that \$50,000 was a lot of money. They asked who would be paying for this website if they felt that this was this way to go. They also asked if there were other platforms they could use and build off of. McGowan suggested looking into Factor[e] and seeing how much a module would be. The suggestion was to use the free site first, see how much interest it gathered and then looking into putting resources towards making their own. D'Angela added that it was supposed to be an affordable way for students to find tutors, but if they were putting \$50,000 into this it ends up costing students more.

Osazuwa left at 10:55am

- McGowan suggested that they come up with options and bring it to the next meeting. D'Angela stated that Osazuwa wanted direction from students, so they would be bringing to the SRA to see what they thought and see which option students should be pushing for.
- D'Angela reported that he has been working with McGowan and Farmstand to change the operating agreement that they have with Hospitality Services so that Farmstand is a full MSU service that will function with support from Hospitality. He explained that they worked with the head of Hospitality Services to come up with the new setup. D'Angela reported that he had a meeting with Chris Roberts, director of Hospitality Service about creating a Bridges coffee house menu so that students can pay per platters or urn of coffee and not per person.
- McGowan reported that the audit is currently happening.

8. Adjournment and Time of Next Meeting

Time of Next Meeting:

**Tuesday, June 23, 2015
10:00 am
MSU Boardroom, MUSC 201**

Meeting adjourned @ 11:12 am

/vs



Memorandum

From the office of the...

TAC Coordinator

TO:	Members of the Executive Board
FROM:	Alex Wilson
SUBJECT:	Changes to Operating Policy 1.2.1 – Teaching Awards Committee (TAC)
DATE:	June 9, 2015

Attached are the proposed changes to Operating Policy 1.2.1-TAC. The two main purposes of the changes are to allow for an executive structure within TAC and to solidify volunteer commitment. Mina, the 2014-2015 TAC Coordinator, cited that variable levels of volunteer reliability as problematic when reflecting upon her year. The proposed executive structure of a Teaching Award Ceremony Assistant Coordinator and Promotions Executive will give two volunteers a tangible title that describes their work with the committee. In addition the positions will provide them with transferable working experience in other roles they may take on. Also, there is a language change in 3.2.1 that makes the wording consistent with similar regulations within the policy.

Thank you,

Alex Wilson
TAC Coordinator



OPERATING POLICY 1.2.1 – TEACHING AWARDS COMMITTEE (TAC)

1. PURPOSE

- 1.1. To recognize and encourage excellence in teaching at McMaster University by awarding MSU Teaching Awards, on behalf of the MSU members.

2. OPERATING PARAMETERS

- 2.1. The TAC's voting members shall be:
 - 2.1.1. The Coordinator (chairperson);
 - 2.1.2. Three (3) SRA members;
 - 2.1.3. At least four (4) MSU members (non-SRA).
- 2.2. The TAC shall ensure that one (1) member of the committee or SRA attend the class of nominees to speak to the class and distribute evaluation forms;
- 2.3. The TAC shall confer awards by a two-thirds vote;
- 2.4. The TAC shall host the awards presentation before March 31;
- 2.5. The TAC shall confer Academic Division Awards to one (1) instructor in each academic division who:
 - 2.5.1. Did not receive the award for the previous academic year;
 - 2.5.2. Rank among the top two (2) nominees per nomination period. The top nominees will be determined by the percentage of nominations cast from the registered students in the instructor's course with the discretion of the Coordinator;
 - 2.5.3. Received the highest average score of top nominees determined by the in class evaluations.
- 2.6. The TAC may confer Lifetime Achievement Award(s) to one (1) instructor each year who:
 - 2.6.1. Has shown dedication to teaching at McMaster University for a minimum of ten (10) years;
 - 2.6.2. Is close to retirement;
 - 2.6.3. Have shown evidence in their application of contribution to McMaster Academia, Student Life, and community outside of McMaster;
 - 2.6.4. Is selected by the TAC through a blinded review process of the applications.
- 2.7. The TAC may confer Merit Award(s) to up to two (2) instructors each year who:

- 2.7.1. Are in their first or second year of teaching at McMaster University;
 - 2.7.2. Have shown evidence in their application of contribution and teaching abilities that have been significant, effective and worthy of distinction;
 - 2.7.3. Are selected by TAC through a blinded review process of the applications.
- 2.8. The TAC may confer Teaching Assistant Awards to up to two (2) Teaching or Instructional Assistants each year who:
- 2.8.1. Rank among the top three (3) nominees per nomination period. The top nominees will be determined by the percentage of nominations cast from registered students in the instructor's course with the discretion of the Coordinator;
 - 2.8.2. Received the highest average score of the top nominees determined by the in class evaluations.
- 2.9. The TAC may confer Pedagogical Innovation Award(s) to one (1) instructor who:
- 2.9.1. Has shown innovation within their teaching or course design;
 - 2.9.2. Is one of the top four (4) nominees within their faculty;
 - 2.9.3. Has been selected by the TAC with the aid of the Vice-President (Education) through a blinded review process using comments received from the nomination and evaluation process.
- 2.10. The TAC may confer Community Engagement Award(s) to up to two (2) instructors each year who:
- 2.10.1. Has shown dedication to Community Engaged Education at McMaster University;
 - 2.10.2. Has shown evidence in their application of contribution to the broader community;
 - 2.10.3. Are selected by TAC through a blinded review process of applications.
- 2.11. The TAC may confer Ontario Undergraduate Student Alliance Award(s) for Teaching Excellence to one (1) instructor each year who:
- 2.11.1. Has shown evidence of interesting students in learning the course materials and engage their students in learning and discovery;
 - 2.11.2. Has shown evidence of helping students develop thinking and learning skills;
 - 2.11.3. Is a close second place nominee for another award;
 - 2.11.4. Has a contractually limited appointment;
 - 2.11.5. Has been selected by the TAC with the aid of the Vice-President (Education) through a blinded review process using comments received from the nomination and evaluation processes as well as curriculum vitae or teaching portfolio.
- 2.12. The TAC shall confer awards on criteria including but not limited to:
- 2.12.1. Organization of the material;
 - 2.12.2. Ability to communicate;
 - 2.12.3. Delivery of style;
 - 2.12.4. Flexibility;
 - 2.12.5. Accessibility;
 - 2.12.6. Approachability;
 - 2.12.7. Enthusiasm of instructor;
 - 2.12.8. Overall teaching ability;
 - 2.12.9. Knowledge of Course Material.

2.13. The TAC shall accept nominations for first term courses no later than the second week of November and shall accept nominations for second term courses no later than the second week of February.

2.14. The TAC shall meet at a minimum on a bi-weekly basis.

3. PERSONNEL STRUCTURE

3.1. The TAC Coordinator, who shall:

- 3.1.1. Be responsible for managing all activities of the TAC;
- 3.1.2. Perform duties outlined in the TAC Coordinator job description;
- 3.1.3. Be hired by a hiring committee struck by the Executive Board that shall consist of:
 - 3.1.3.1. The outgoing Coordinator;
 - 3.1.3.2. The Vice President (Education);
 - 3.1.3.3. One (1) Executive Board Member.

3.2. The ~~Programming Executive~~ Teaching Award Ceremony Assistant Coordinator, who shall:

- ~~3.2.1. Assist the TAC Coordinator with all aspects of the Teaching Awards Ceremony; Plan and facilitate the Teaching Awards Ceremony to be held before March 31;~~
- ~~3.2.2.3.2.1.~~ Perform duties outlined in the TAC Programming Executive job description;
- ~~3.2.3.3.2.2.~~ Be selected by the incoming and outgoing TAC Coordinator through an application and interview process.

3.3. The ~~Logistics Promotions~~ Executive, who shall:

- 3.3.1. Assist in the day-to-day actions and responsibilities of the committee;
- 3.3.2. Perform duties outlined in the TAC Logistics Executive job description;
- 3.3.3. Be selected by the incoming and outgoing TAC Coordinator through an application and interview process

3.4. The SRA and MSU members, who shall:

- 3.4.1. Support the TAC Coordinator in completing ~~their (his or her)~~ responsibilities;
- 3.4.2. Be selected by the SRA via election;
- 3.4.3. Perform the duties outlined in the Hired/Elected TAC Committee Member job description.

3.5. The Volunteers, who shall:

- 3.5.1. Support the TAC Coordinator in completing their responsibilities;
- 3.5.2. Be selected by the TAC Coordinator;
- 3.5.3. Perform the duties outlined in the Hired/Elected TAC Committee Member job description.



MEMO

From the office of the...

Vice-President (Education)

TO:	Executive Board
FROM:	Vice-President (Education)
SUBJECT:	Education & Advocacy Department Job Description
DATE:	June 4, 2015

Dear Executive Board,

Please find attached the job descriptions for three MSU part-time positions. These are the Federal and Provincial Research Assistant, the University Affairs Research Assistant, and the Community Engagement Coordinator. The first two of these job descriptions represent new positions within the MSU, but both draw many parallels to our past MSU Research Assistant. The Community Engagement Coordinator is also a relatively new position, and was developed early in 2015 and now has a full job description. Once these are approved the positions will be advertized and hiring will commence, with the goal to have positions filled and working by July 1st. I will also be going through Finance committee at the SRA retreat to approve hours and wages for the year.

If you have any questions, please reach out. Thank you.

Sincerely,

Spencer Nestico-Semianiw



JOB DESCRIPTION

Hourly Staff

Position Title:	Community Engagement Coordinator
Term of Office:	May 1 – April 30
Supervisor:	Vice-President (Education)
Remuneration:	Under review
Hours of Work:	Under review

General Scope of Duties

The Community Engagement Coordinator is responsible to assist in the coordination and development of initiatives between the Hamilton community, McMaster University, and the MSU. The Community Engagement Coordinator will also perform research on issues surrounding the Hamilton Community, McMaster University and the MSU. Research gathered will be used in policy papers, reports, advocacy works and to support projects related to community engagement. The Community Engagement Coordinator will also represent the MSU's community engagement interests within McMaster University and the City of Hamilton at the direction of the Vice-President (Education).

Major Duties and Responsibilities

Category	Percent	Specifics
Research Function	30%	<ul style="list-style-type: none"> ▪ Keep current on community-based issues between the MSU, McMaster University and the Hamilton community ▪ Develop and conduct surveys and focus groups for data collection as required ▪ Prepare briefing notes and reports as directed by the Vice-President (Education) ▪ Assist the Vice-President (Education) in collecting primary and secondary research for any relevant projects related to the advocacy work at the Hamilton community level ▪ Summarize and analyze research results and findings in a user-friendly way ▪ Circulate information to all relevant parties
Communications Function	30%	<ul style="list-style-type: none"> ▪ Act as a representative of the MSU's community engagement interest within the McMaster and the Hamilton communities ▪ Maintain strong communication with the Vice-President (Education) and other members of the Education & Advocacy Department ▪ Support projects and initiatives related to student life and

		community engagement at the direction of the Vice-President (Education)
Events Function	40%	<ul style="list-style-type: none"> ▪ Assist the Vice-President (Education) in the coordination of the MSU's initiatives relating to community engagement activities in the surrounding Hamilton community ▪ Assist other members of the MSU with community engagement initiatives Work with McMaster University and the Hamilton community to organize community engagement initiatives
Other	10%	<ul style="list-style-type: none"> ▪ Other duties as directed by the Vice-President (Education) ▪ Attend community events as an MSU representative as required

Knowledge, Skills and Abilities

- Excellent writing skills, including proofreading and editing
- Capacity for research, consultation, and analysis of data
- Knowledge of issues within the Hamilton community
- Knowledge of groups working towards improving the relationship between McMaster and the Hamilton community
- Interpersonal skills required in order to set up focus groups and survey people as required
- Strong verbal communication skills

Effort & Responsibility

- Ability to work independently
- Ability to carry out research projects from start to finish
- Working within deadlines on a regular basis

Working Conditions

- Hours of work are extremely variable
- Time demands may exceed stated hours of work
- Access to shared work space in the MSU Committee Room

Training and Experience

- Previous research experience an asset
- Previous work with and within the Hamilton community an asset
- Understanding of the working and role of the MSU an asset
- Understanding of how to engage students with the surrounding community

Equipment

- Use of personal computer preferred
- Shared office computer available



JOB DESCRIPTION

Hourly Staff

Position Title: Provincial and Federal Research Assistant

Term of Office: May 1 – April 30

Supervisor: Vice-President (Education)

Remuneration: Under review

Hours of Work: Under review

General Scope of Duties

The Provincial and Federal Research Assistant is responsible to assist in the development of policy and research relating to the provincial and federal advocacy work in the MSU. The Provincial and Federal Research Assistant will also assist with research in a variety of areas as per the direction of the Vice-President (Education). Research gathered will be used in policy papers, reports, advocacy work, and to support projects related to provincial and federal issues within post-secondary education. Research may also be used to develop articles and stories for MSU publications as well as external publications.

Major Duties and Responsibilities

Category	Percent	Specifics
Research Function	75%	<ul style="list-style-type: none"> ▪ Keep current on academic issues in post-secondary institutions and news and events from relevant post-secondary education stakeholder groups at the provincial and federal levels ▪ Develop and conduct surveys and focus groups for data collection as required ▪ Prepare briefing notes and reports as directed by the Vice-President (Education) ▪ Assist the Vice-President (Education) and the SRA External Affairs Commissioner in collecting primary and secondary research for any relevant projects related to the advocacy work at the provincial and federal level ▪ Summarize and analyze research results and findings in a user-friendly way ▪ Circulate information to all relevant parties
Communications Function	10%	<ul style="list-style-type: none"> ▪ Assist relevant MSU staff and volunteers with promotion of provincial and federal projects and events ▪ Maintain strong communication with the Vice-President (Education) and other members of the Education & Advocacy Department

		<ul style="list-style-type: none"> ▪ Support projects related to provincial and federal advocacy initiatives at the direction of the Vice-President (Education)
Other	15%	<ul style="list-style-type: none"> ▪ Other duties as directed by the Vice-President (Education) ▪ Attend provincial and federal events as an MSU representative as required

Knowledge, Skills and Abilities

- Excellent writing skills, including proofreading and editing
- Capacity for research, consultation, and analysis of data
- Working knowledge of Statistical Software (SPSS, R, etc) and the ability to present statistical data in a user friendly format
- Knowledge of students' academic and non-academic concerns
- Knowledge of OUSA, CASA, and other groups working towards improving the quality of student life at the provincial and federal levels
- Interpersonal skills required in order to set up focus groups and survey people as required

Effort & Responsibility

- Ability to work independently
- Ability to carry out research projects from start to finish
- Working within deadlines on a regular basis

Working Conditions

- Hours of work are extremely variable
- Time demands may exceed stated hours of work
- Access to shared work space in the MSU Committee Room

Training and Experience

- Previous research experience an asset
- Understanding of the working and role of the MSU an asset
- Understanding of the provincial and federal governments and how it relates to post-secondary education

Equipment

- Use of personal computer preferred
- Shared office computer available



JOB DESCRIPTION

Hourly Staff

Position Title: University Affairs Research Assistant

Term of Office: May 1 – April 30

Supervisor: Vice-President (Education)

Remuneration: Under review

Hours of Work: Under review

General Scope of Duties

The University Affairs Research Assistant is responsible to assist in the development of policy and research relating to the academic and non-academic advocacy work in the MSU at the university level. The University Affairs Research Assistant will also assist with research in a variety of areas as per the direction of the Vice-President (Education). Research gathered will be used in policy papers, reports, advocacy work, and to support projects related to university affairs and student life on campus. Research may also be used to develop articles and stories for MSU publications as well as external publications.

Major Duties and Responsibilities

Category	Percent	Specifics
Research Function	75%	<ul style="list-style-type: none"> ▪ Keep current on academic issues within McMaster and within the post-secondary sector ▪ Develop and conduct surveys and focus groups for data collection as required ▪ Prepare briefing notes and reports as directed by the Vice-President (Education) ▪ Assist the Vice-President (Education) and SRA University Affairs Commissioner in collecting primary and secondary research for any relevant projects related to the advocacy work at the university affairs level ▪ Summarize and analyze research results and findings in a user-friendly way ▪ Circulate information to all relevant parties
Communications Function	10%	<ul style="list-style-type: none"> ▪ Assist relevant MSU staff and volunteers with promotion of relevant projects and events ▪ Maintain strong communication with the Vice-President (Education) and other members of the Education & Advocacy Department ▪ Support projects related to university issues related to

		academic and student life on campus at the direction of the Vice-President (Education)
Other	15%	<ul style="list-style-type: none"> ▪ Other duties as directed by the Vice-President (Education) ▪ Attend provincial and federal events as an MSU representative as required

Knowledge, Skills and Abilities

- Excellent writing skills, including proofreading and editing
- Capacity for research, consultation, and analysis of data
- Working knowledge of Statistical Software (SPSS, R, etc) and the ability to present statistical data in a user friendly format
- Knowledge of students' academic and non-academic concerns
- Knowledge of groups working towards improving the quality of student life
- Interpersonal skills required in order to set up focus groups and survey people as required

Effort & Responsibility

- Ability to work independently
- Ability to carry out research projects from start to finish
- Working within deadlines on a regular basis

Working Conditions

- Hours of work are extremely variable
- Time demands may exceed stated hours of work
- Access to shared work space in the MSU Committee Room

Training and Experience

- Previous research experience an asset
- Understanding of the working and role of the MSU an asset

Equipment

- Use of personal computer preferred
- Shared office computer available