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|  | JOB DESCRIPTION  Full Time |

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| **Position Title:** | **Vice President (Administration) and Chief Administrative Officer** |
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| **Term of Office:** | May 1 to April 30 |
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| **Supervisor:** | Student Representative Assembly |
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| **Remuneration:** | Refer to MSU OPERATING POLICY 2.6 – EXECUTIVE REMUNERATION |
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| **Hours of Work:** | 40 hours per week |

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| **General Scope of Duties** |
| The Vice President (Administration) shall oversee the internal operations of the McMaster Students Union (MSU). She/he is directly responsible for managing both the service and political branches of the MSU, specifically concentrating on student-managed departments. Regarding the Student Representative Assembly (SRA), the Vice President (Administration) shall take a leadership role in organizing and administering the Assembly’s business as Deputy Speaker. The Vice President (Administration) shall ensure the ongoing stability and growth of the MSU with respect to the maintenance of administrative infrastructures that maximize the ability of the MSU to achieve its goals. The Vice President (Administration) shall work with the General Manager in areas that involve developing or changing MSU operations, or on non-financial issues relevant to full-time employees. She/he shall work with the Vice President (Finance) on projects that have a financial impact, and fulfill the duties of the Chief Executive Officer in the absence of the President. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function | 35% | * The Vice President (Administration) directly supervises the following paid employees:   *Full-Time Employees*  General Manager (with other BoD members)  Secretariat (Administrative Assistants, SRA Secretary) with General Manager  Silhouette Executive Editor with General Manager  Union Market Manager with General Manager  Underground Media & Design Service Coordinator with General Manager  *Part-Time Managers*  Chief Returning Officer  Emergency First Response Team (EFRT) Director  Student Health Education Centre (SHEC) Coordinator  Student Walk Home Attendant Team (SWHAT) Coordinator  Queer Students Community Centre (QSCC) Coordinator  Student Community Support Network (SCSN) Director  MACycle Co-op Director  MACgreen Director  Maroons Spirit Leader  Promotions & Advertising (PAC) Coordinator  CLAY Coordinator  Horizons Project Director   * Responsible for conducting mid-year evaluations of part-time managers which includes written, verbal, and volunteer/staff evaluation; evaluations to assess percentage of year plan objectives completed to date as well as the performance of the employee * Participation in mid-year evaluations of full-time staff with BoD and General Manager * Responsible for organizing Management Training sessions in the spring and summer for all Part-Time Managers and committee chairpersons * Responsible for training in development of department year plans for department managers in the summer * Review of all department year plans before forwarding for approval by the SRA * Responsible for initiating year end reporting procedures for part-time department managers * Ensuring that all part-time managers and committee chairpersons are fully aware of expectations, bylaws, policies, and procedures pertaining to their positions, by directing the Administrative Assistant to prepare and distribute employment letters and information packages within three weeks of hiring personnel * Responsible for ensuring that any additional training occurs throughout the year (usually in meetings with part-time manager and committee chairpersons) * Discipline of part-time staff that are directly supervised by the Vice President (Administration) * Discipline of part-time staff at the Executive Board level and full-time staff at the Board of Directors level * Act as a resource for part-time managers in hiring, disciplining, and dismissal of student staff * Responsible for ensuring that all part-time managers and committee chairpersons keep appropriate office hours * Responsible for coordinating the hiring of all part-time managers annually as well as any positions left vacant * Participate in the annual part-time manager hiring as a Board of Director member on hiring committees * Make decisions regarding full-time staff salaries, merit increases, bonuses, and benefits in conjunction with the President and Vice President (Finance), in consultation with the General Manager * Participation on the Full-Time Employment Issues Committee * Interpreting, upholding, and revising the Full-Time Employment policy in conjunction with the President and the Vice President (Finance), in consultation with the General Manager * Participation in hiring of full-time employees when positions become vacant * Ensure part-time job descriptions are reviewed on an annual basis |
| Financial & Budgeting Function | 5% | * Signing authority for the corporation * Responsible for monitoring and expending budget lines relevant to her/his initiatives (e.g. meetings, promotions, executive expense, training, VP expense account) * Input on changes to budget lines relevant to his/her initiatives |
| Communications Function | 30% | * Verbal and written reports to the SRA every third meeting to report on the Vice President (Administration’s) activities * Interaction/communication with all part-time managers and committee chairpersons for department updates, memoranda, etc. * Interactions with various members of the University community including: Associate VP Student Affairs, Security, Student Health Services, Conference Services * The Vice President (Administration) is a voting member of the following committees and boards:   + McMaster Students Union Inc. Board of Directors   + CFMU 93.3 Inc. Board of Directors   + Executive Board (Vice-chairperson)   + Administrative Consultation Committee   + University Centre Board of Trustees   + Student Services Committee   + MSU Services Committees (Chairperson)   + Full-Time Employment Issues Committee   + Off-Campus Resource Centre Board   + EFRT Advisory Committee   + SHEC Advisory Committee   + SWHAT Advisory Committee   + MACgreen Advisory Committee * Ex-officio member of all other MSU committees * Act as a liaison between the SRA, the Executive Board, and the MSU part-time managers, administrators and SRA committee chairpersons * Coordinate meetings of the MSU part-time managers on a monthly basis * Participate in meetings of the full-time staff |
| Advertising & Promotions Function | 5% | * Responsible for advertising of all vacant part-time positions as well as annual advertising of part-time manager positions in January * Responsible for advertising committee chairperson positions annually in January * Responsible for promotional activity of MSU during Welcome Day (in August) and Welcome Week (in September) including distribution of MSU material (e.g. almanacs, wall calendars, etc) |
| Student Representative Assembly | 20% | * Be Deputy Speaker of the SRA and Chief Officer of the SRA * Ensure notice of SRA meetings are issued * Set meetings of the SRA and direct the SRA Secretary to book rooms * Be responsible for arranging meals in the case of unusually long meetings * Develop methods to encourage SRA involvement * Ensuring SRA members fulfill their duties according to the Bylaws, including the formation of academic division caucuses * Advise the SRA when a policy statement is up for review, prior to the expiration date * Provide weekend training sessions for SRA in March, June, July, and August * Initiate and coordinate SRA closing/inaugural meetings and ceremonies (March) |
| Other | 5% | * Provide transition for incoming Vice President (Administration) including meeting with each individual part-time manager/committee chairpersons and updating the Vice President (Administration) Management Manual * Perform the duties of the President in the absence of the President (in general, 5 weeks per year of total days) |

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| **Knowledge, Skills and Abilities** |
| * Knowledge of MSU internal operations * Organizational and time management skills * Public Relations skills * Ability to work effectively and efficiently under pressure * Management skills: ability to work well with others, written and oral communication skills, delegation, conflict resolution, decision making, patience * Public speaking ability to comfortably speak on the SRA floor and in front of the largest classrooms on campus * Strategic Planning skills: ability to identify problem areas, to develop and implement strategies for change * Ability to administer and develop human resource procedures: hiring, training, discipline, employee evaluation, dismissal |

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| **Effort & Responsibility** |
| * Effort required to exercise judgment in discipline situations * Mentally exhausting at times * Accountability as a signing authority for corporation (e.g. cheques, legal contracts) * Accountability with regards to MSU service performance * Responsible for reviewing, recommending, and approving preliminary budget, annual budget and budget review through Executive Board |

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| **Working Conditions** |
| * Self-directed position: flexibility in determining own hours * Time demands exceed 40 hours per week * Extraordinary opportunity for personal growth and skills development, due to high level of responsibility and challenges * Exposure to a diverse range of people and experiences * High amount of unexpected work and time demands * Potential for high levels of stress and anxiety |

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| **Training and Experience** |
| * Previous experience as a MSU manager/committee chairperson an asset * Previous SRA and Executive Board experience as asset |

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| **Equipment** |
| * Personal computer * Meridian Telephone system with voicemail * Photocopier * Fax machine * Word processor, spreadsheets, Internet web browsers, presentation software (e.g. Power Point) |