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| MSU-logo-2001 | JOB DESCRIPTIONPart Time Staff |

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| **Position Title:** | **Associate Vice-President: University Affairs** |
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| **Term of Office:** | May 1 to April 30 |
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| **Supervisor:** | Vice-President (Education)  |
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| **Remuneration:** | C5 |
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| **Hours of Work:** | 12 – 14 hours per week |

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| **General Scope of Duties** |
| The Associate Vice-President: University Affairs is responsible for chairing the University Affairs standing and any directly related ad-hoc committees of the SRA. Additionally, the Associate Vice-President: University Affairs is responsible for leading policy development and amendments to policies with the consultation of the Vice-President Education and the Education Department. Furthermore, the Associate Vice-President: University Affairs shall participate in lobbying efforts, make recommendations, and shall advise the Vice-President Education in matters relating to their portfolios. They will also be responsible for attending meetings that are relevant to their portfolio as advised by the Vice-President (Education).  |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Committee Work  | 45% | * Chair meetings of standing or ad-hoc committees on a regular basis
* Create and review policy relevant to University Affairs portfolios
* Report to the SRA with regards to progress on committee work
* Assist other MSU staffers as necessary in areas relevant to the University Affairs portfolio
* Ensure minutes and meeting records are taken and submitted to the Administrative Assistant and Administrative Services Coordinator within two weeks of meetings
* Prepare a detailed year-plan submission for the SRA with regards to committee work
* Notify, in writing, members who are within one meeting of losing their committee seat
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| Consultation, Lobbying, & Advisory Role  | 35% | * Consult with the Vice-President (Education) on matters relating to their area of responsibility
* Participate in lobbying efforts on matters relating to their area of responsibility
* Seek consultation and advice from the Vice-President (Education) on matters of policy, procedure and assembly business
* Assist the Vice-President (Education) with other projects and duties as assigned
* Advise and seek advice from the Executive Board as required
* Collaborate with community and campus partners on issues and projects that are relevant to the University Affairs portfolio (Ex: Accessibility Forum, Mental Health Initiatives, First Year Forum, etc).
* Sit on committees as mandated by MSU Operating Policies (Ex: Academic Affairs Council)
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| Communications Function  | 10% | * Inform committee members of their responsibilities on the committee
* Inform committee members of meeting time, location, and where to find relevant information
* Maintain strong communication channels with the Vice-President (Education), the Education Department, and other relevant campus and community stakeholders
* Attend weekly Education Department meetings as set by the Vice-President (Education)
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| Administrative Function  | 5% | * Create agendas for committee meetings
* Record meeting minutes and post to the MSU website in a timely manner
* Book rooms and venues for meetings, focus groups, and other events as required.
* Submit reports to the SRA as advised by the Vice-President (Education) and the Administrative Assistant.
* Maintain contact lists for committee members
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| Other  | 5% | * Provide transition for the incoming Associate Vice-President: University Affairs
* Other duties as assigned by the Vice-President (Education)
* Recruit committee membership from a variety of sources in the undergraduate population
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| **Knowledge, Skills and Abilities** |
| * Knowledgeable in scope and focus of the Standing Committee
* Knowledgeable of parliamentary procedure, MSU Constitution, Bylaws, and Policies
* Understanding of the MSU legislative process and the complexities of policy creation
* Strong research and critical thinking skills
* Ability to make reasoned and impartial decisions
* Ability to communicate clearly and succinctly and to moderate debate
* Ability to effectively chair meetings
* Strategic planning abilities
* Ability to carry out research projects from start to finish
* Ability to work both independently and in a team
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| **Effort & Responsibility** |
| * Effort required to maintain strong community and campus partnerships
* Effort required to research and become knowledgeable on all elements of a policy paper
* Responsible for acting as a positive ambassador of the MSU at campus and community events
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| **Working Conditions** |
| * Hours of work are variable
* Time demands may exceed stated hours of work
* Access to shared work space in the MSU Committee Room
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| **Training and Experience** |
| * Must attend SRA Training weekends
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| **Equipment** |
| * Use of a personal computer is preferred
* Access to a shared office computer
* Other business machines as required
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