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| MSU-logo-2001 | JOB DESCRIPTION  Part 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 |
| 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) |
| 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) |
| 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 |
| 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 |