Position Title: Vice President (Education) and Corporate Officer

Term of Office: May 1 to April 30

Supervisor: Student Representative Assembly

Remuneration: Refer to MSU OPERATING POLICY 2.6 – EXECUTIVE REMUNERATION

Hours of Work: 40 hours per week

General Scope of Duties
The Vice President (Education) shall be the principal lobbyist of the McMaster Students Union, address the academic concerns of students on and off the McMaster University Campus. In co-ordination with the President, Education Department, she is/she are responsible for gauging and responding to student concerns/opinions on the quality of academic life at McMaster. She/She are responsible for identifying and formulating possible solutions to academic problems within the University community. The Vice President (Education) is responsible for representing the MSU views at all meetings of the Ontario Undergraduate Student Alliance (OUSA) and serving as the MSU voting member on the OUSA steering committee and any other external organizations that the SRA deems appropriate. The Vice President (Education) will work with the University Affairs, Municipal Affairs, and Provincial & Federal and External Affairs Committees in areas that involve the development of MSU Policy, campaign strategy, and lobbying tactics to be used at the local/municipal, provincial, or federal level. As a representative for the MSU, s/he is responsible for ensuring that the MSU maintains a positive profile in representing its membership within the McMaster community and to local, provincial, and national governments.

Major Duties and Responsibilities

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<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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<tbody>
<tr>
<td>Supervisory Function</td>
<td>21.0%</td>
<td>• The Vice President (Education) directly supervises the following paid employees:</td>
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<td>Full-Time Employees: General Manager (with other BoD members)</td>
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<td>Part-Time Managers Staff: Teaching Awards Coordinator</td>
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<td>MAC Bread Bin Coordinator (s)</td>
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<td>Associate Vice President: University Affairs</td>
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<td>Associate Vice President: Municipal Affairs</td>
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<td>Associate Vice President: Provincial &amp; Federal Affairs</td>
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Approved EB 03-17
Revised EB 04-27
Revised SRA 04R
(3) Advocacy & Policy Research Assistants

Advocacy Coordinator

- Participation in mid-year evaluations of full-time staff with BoD and General Manager
- Discipline of part-time staff at the Executive Board level and full-time staff at the Board of Directors level
- Participate in the annual part-time manager hiring as a Board of Directors representative on hiring committees
- Directly supervise the General Manager in conjunction with the Board of Directors, giving the General Manager direction regarding operational and staff issues
- Make decisions regarding full-time staff salaries, merit increases, bonuses, and benefits in conjunction with the President, Vice Presidents (Administration and 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 Vice Presidents (Administration and Finance) Board of Directors, in consultation with the General Manager
- Participation in hiring of full-time employees when positions become vacant
- Perform hiring and training of delegates to OUSA general assembly

Financial & Budgeting Function 10%

- Responsible for monitoring and expending budget lines relevant to his/her initiatives (e.g., expense account, educational initiatives budget)
- Input on changes to budget lines relevant to his/her initiatives
- Signing authority for the MSU Inc.

Communications Function 560%

- Develop a Year Plan for presentation to the SRA
- Verbal and written reports to the SRA every fourth meeting to report on the Vice President (Education)’s activities
- Advise the SRA when a policy statement is up for review, prior to the expiration date
- Develop and present six (6) position papers to the SRA for approval or review per year
- The Vice-President (Education) is a voting member of the following MSU committees and boards:
  - MSU Inc. Board of Directors
  - Executive Board
  - Student Representative Assembly
  - Student Services Advisory Committee
  - Student Academic Council Academic Affairs Council (vice-chairperson Chair)
  - Student Administration Consultation Committee
  - Full-Time Employment Issues Committee
  - Ombuds Management Committee
Vice-President (Education) Job Description

- Ex-officio member of all other MSU committees.

- Sit as a non-voting member of the SRA's Standing Committees on University Affairs and External Affairs.

- Interactions with various members of the University community including, but not limited to, in conjunction with the President:
  - President
  - Provost and Vice-President (Academic)
  - Vice President (Research)
  - Associate Vice-President/Provost (Academic Teaching & Learning)
  - Associate Vice-President (Student Affairs/Students & Learning) & Dean of Students
  - Vice Provost (Faculty)
  - Vice Provost (Equity & Inclusion)
  - Director of Public Relations
  - University Librarian
  - Associate Director of Indigenous Student Services
  - Faculty Deans
  - Registrar
  - Ombuds
  - McMaster Association of Part-Time Students
  - McMaster Graduate Students Association
  - McMaster University Faculty Association
  - McMaster Academic Divisions Student Societies
  - McMaster Inter-Residence Council

- The Vice-President (Education) shall be responsible for representing the concerns of the MSU to municipal, federal, and provincial, and federal governments in collaboration with the President by meeting regularly with the following members of the External Community:
  - Members of Parliament
  - Members of Provincial Parliament
  - Members of City Council
  - Ministry of Training Colleges and Universities (MTCU) Advanced Education and Skills Development
  - MTCU Opposition
  - Critics responsible for Post-Secondary Education (PSE)
  - Ontario Undergraduate Student Alliance (OUSA)
  - Other student advocacy organizations when necessary
  - Meet with members of City Council when necessary

- The Vice President (Education) shall work with the Marketing & Communications Director to maintain and increase local, provincial, and federal awareness of the MSU.

- Coordinate and promote governmental elections to the
### Vice-President (Education) Job Description

**MSU membership**
- Examine government reports and/or statements affecting university life, and present policies and recommendations to the appropriate government officials, OUSA, MSU, and/or other organizations
- Develop campaign strategies to educate and mobilize the undergraduate population surrounding government action of concern
- Work in conjunction with OUSA and other groups to lobby the provincial government on policy matters regarding PSE
- Examine university reports, policies, and/or statements affecting daily university life and present policies and recommendations to the appropriate university body, and MSU bodies
- Coordinate the Valedictorian Selection Process for Fall and Spring Convocations

#### Advertising & Promotions Function

15%
- Ensure that all educational services are known and available to all students of McMaster University
- Utilize the appropriate MSU departments to promote educational activities on campus (e.g. The Silhouette, CFMU, MSU Almanac, Underground Media & Design, MSU Webpage, social media)
- Promote educational issues to prospective members including participants in Clubsfest during Welcome Week
- Promote OUSA and other academic campaigns to MSU members

**Other**

5%
- Provide transition for incoming Vice President (Education) in April

### Knowledge, Skills and Abilities

- Knowledge of MSU internal operations
- Knowledge of the working structure of McMaster University
- Knowledge of the organizational structure of McMaster University
- Excellent organizational and time management skills
- Excellent public relations skills, diplomacy required
- Lobbying 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 and patience
- Public Relations skills: ability to deal with various forms of media (TV, Radio, Newspapers & Magazines)
- Working knowledge of the organizational structure of the City of Hamilton and Government of Ontario
- Understanding of Post-Secondary Education policy issues affecting undergraduates in Ontario

### Effort & Responsibility

- Mentally exhausting at times
- Responsible for reviewing, recommending, and approving the Preliminary budget, Annual Budget, and Budget Review through the Executive Board and the SRA
Accountability as signing authority for corporation (e.g. cheques, legal documents)
- Effort required to exercise judgment in discipline situations
- Accountability with regards to MSU Policy decisions
- Responsible for representing the MSU to external advocacy organizations and stakeholders

Working Conditions
- Self-directed position: flexibility in determining own hours
- Time demands exceed 35-40 hours per week
- Extraordinary opportunity for personal growth and skills development, due to high level of responsibility and challenges
- Exposure to diverse range of people and experiences including high level government officials
- High amount of unexpected work and time demands
- Potential for high levels of stress and anxiety
- Frequent travel for stakeholder meetings is required

Training and Experience
- Previous SRA and Executive Board MSU advocacy experience an asset
- Previous experience with university governance an asset
- Previous experience with Provincial/Federal governance an asset
- Previous experience with student lobbying organizations lobbying an asset

Equipment
- Personal computer
- Meridan Telephone system with voicemail
- Photocopyer
- Fax machine
- Word processor, spreadsheets, Internet web browsers, presentation software (e.g. Power Point)