



Position Description

Position Title: Vice President Academic

PURPOSE

The purpose of the Vice President Academic (VPA) is to provide oversight to SAMU's role in academic affairs. The Vice President Academic is the direct contact for academic relations including university committees and academic initiatives. The VPA acts as the academic liaison to department chairs, Deans, and the Provost.

The VPA reports to SAMU's Students' Council and the Executive Committee while serving on both bodies. The VPA is knowledgeable on and advises Students' Council and SAMU membership of MacEwan's academic affairs.

RESPONSIBILITIES

Position Specific 60%

Student Representation

- Primary Student Representative on General Faculties Council (GFC) and its committees, including but not limited to: GFC Executive Committee, GFC Council on Student Affairs, GFC Academic Standards, Calendar & Curriculum, GFC Academic Planning & Quality Assurance, GFC Committee on Teaching & Learning and GFC Committee on Scholarly Activity
- Represent MacEwan students on other MacEwan Committees as delegated by the Executive Committee
- Liaising with the S.O.S office to effectively coordinate SAMU's academic advocacy efforts
- Work to develop the academic advocacy strategy alongside the Advocacy and Governance Office

MacEwan Committee Administration

- Ensure the SAMU website is up to date with vacancies on MacEwan Committees
- Orient New Student-At-Larges who sit on MacEwan Committees

- Connect with Recording Secretaries of the various MacEwan Committees to remunerate students-at-large attending committee meetings in representative roles
- Ensure the collection of student feedback from the various Faculty Student Advisory Committees

Executive Committee Duties 30%

- Engage with MacEwan Administration regarding ongoing and emerging advocacy issues within the portfolio
- Engage with students to gather student input on advocacy issues within the portfolio
- Review and approve the Advocacy plan
- Attend all Executive Committee and Students' Council Meetings
- Provide up-to-date oral reports to Executive Committee on their respective areas of responsibility
- Provide up-to-date, written reports to Students' Council on their respective areas of responsibility, Reporting includes projects, significant issues affecting SAMU or its members, and decisions made at meetings attended on behalf of SAMU
- Chair Committees as delegated by the Executive Committee
- Be an ambassador of SAMU at external events
- Participate in the strategic planning and budgeting processes
- Act in good faith on behalf of Students' Council on day-to-day operations
- Participate in the orientation of Council and their Executive Successors.
- Oversee the General Manager on behalf of Students' Council

Other 10%

- Collaborate with various academic offices within MacEwan such as the Academic Integrity Office
- Lead special projects, as identified as a part of the Budget and business planning processes
- Hold regular office hours to be available to students

CORE COMPETENCIES

Accountability – Being accountable for one's own actions and those of colleagues and the organization.

Adaptability – The ability to remain fully functional by adapting to changing circumstances (environment, procedures, people).

Student Orientation – The ability and willingness to find out what the students' wants and needs and to act accordingly, taking the organization's costs and benefits into account.

Cooperation – The ability to work effectively with others in order to achieve a shared goal - even when the object at stake is of no direct personal interest.

Forming Judgment – The ability to balance facts and potential approaches taking the appropriate criteria into account.

Effective Communication – The ability to communicate in clear language and to adjust one's use of language to the audience's level; the ability to show one absorbs and understands important (non-) verbal information and to ask further questions when necessary.

Integrity – Adherence to the standards, values and rules of conduct associated with one's position and the culture in which one operates. Abiding by the Code of Conduct.

POSITION COMPETENCIES

Networking - The ability to develop and maintain relations, alliances and coalitions within and outside the organization and to use them in order to obtain information, support and cooperation.

Result-Orientedness - The ability to take direct action in order to attain or exceed objectives.

Social Awareness - Being aware of relevant social, political and professional trends and developments and using this information for the organization's benefit.

Business Orientation - The ability to recognize opportunities for new services and products and to act accordingly, taking measured risks into account.

Leadership of Groups - The ability to provide direction and guidance to a group of people and to encourage cooperation between team members in order to attain an objective.

Vision - The ability to step back from one's daily routine, explore ideas for the future, regard the facts from a distance and see them in a broader context or in the longer term.

EXPERIENCE and INTERESTS

- Academic Governance
- Representing Students
- Interacting with Students

Position Specific Knowledge, Skills and Abilities

- Excellent communication skills (written, verbal, and interpersonal)
- Ability to understand financial information
- Ability to exercise sound judgment and integrity on financial and business decisions, consulting professionals when required
- Experience and enthusiasm working with a diverse range of staff, colleagues, stakeholders and students
- Ability to multi-task and work under pressure
- Ability to inspire teamwork and positive work environment within SAMU

WORKING CONSIDERATIONS

Sedentary, some lifting