



# Position Description

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## **Position Title: Vice President Student Life**

### **PURPOSE**

The Vice President Student Life (VPSL) provides oversight to SAMU's programs and services and SAMU's role in the non-academic affairs at MacEwan. The Vice President Student Life is the primary contact for students regarding non-academic affairs of SAMU including SAMU's programs, services, student groups and events. The VPSL is responsible for overseeing the development of SAMU's social advocacy priorities and acts as the liaison regarding the student experience.

The VPSL reports to SAMU's Students' Council and the Executive Committee while serving on both bodies. The VPSL is knowledgeable on and advises Students' Council and SAMU membership of SAMU programs, services, student groups, events, and MacEwan's non-academic affairs.

### **RESPONSIBILITIES**

#### **Position Specific 65%**

##### **Student Representation**

- Student Representative on General Faculties Council (GFC) and its committee, the GFC Council on Student Affairs
- Primary student representative on the non-academic MacEwan Committees that relate to social topics such as but not limited to: Sexual Violence Prevention Advocacy, 2SLGBTQ+ advocacy, Black History Month, anti-racism advocacy
- Executive Committee contact for New Student Orientation
- Represent MacEwan students on other MacEwan Committees as delegated by the Executive Committee

##### **Social Advocacy**

- Gather feedback from SAMU Membership on relevant social issues and work to develop advocacy priorities from these issues that positively affect our student body
- Represent SAMU and its membership both internally and externally on matters relating to social issues
- Work to develop the social advocacy strategy in collaboration with the Governance and Advocacy Office



# Position Description

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## Student Experience

- Represent SAMU and its membership both internally and externally on matters relating to campus life and the student experience
- Liaise with SAMU's programs, services, and student groups to ensure they are remaining relevant and responding to the student needs

## Executive Committee Duties 25%

- 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%

- Lead special projects, as identified in the Executive Committee workplan and advocacy planning processes.
- Hold regular office hours to be available to students
- Other duties as they appear within the portfolio



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## 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

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

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.

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.

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

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.



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## **EXPERIENCE and INTERESTS**

- Networking
- Interacting with Students
- knowledge on current societal issues
- The student experience on campus

## **Position Specific Knowledge, Skills and Abilities**

- Excellent communication skills (written, verbal, and interpersonal)
- Ability to understand and present 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. This position travels occasionally throughout the year.