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Nipissing University Student Union

POSITION DESCRIPTION

POSITION TITLE: Vice-President, Student Life

REPORTS TO: Executive Committee and the Board of Directors

SALARY RANGE: Starting at 23,000

EDUCATION: Attaining a Post-Secondary Degree

QUALIFICATIONS: Currently enrolled at Nipissing University as per Nipissing University by-laws. Must be 18 years old at the time of running for this position.

SUMMARY:

As head of the department of Services, the Vice-President, Student Life is primarily focused on the planning of Frosh Week, organizing transition and orientation days, directing and facilitating academic and social events, managing the student food bank, overseeing student clubs, and is in charge of supervising elections as the Chief Returning Officer. The individual, who reports to both the Board of Directors, and the Executive Committee, shall be highly motivated, have the ability to commit to a cooperative work environment, demonstrate organizational skills, have an exemplary work ethic, and demonstrate to not only have interpersonal skills, but to build connections with others while creating a supportive team atmosphere.

The individual shall also act with a respectful degree of professionalism, and shall strive to achieve the following:

- Act in the best interests, and in accordance to by-laws, policies, and procedures of NUSU;
- Prepare or assist with various reports, and documentation for the Board of Directors and Executive Committee;
- Develop suitable departmental goals, both long term and short term;
- Maintain proper financial practices, be feasibly responsible within budgetary restrictions;
- Maintain proper office hours;
- Coordinate, monitor, review, enhance, and implement various strategies in order to improve the overall operation of NUSU.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The following is a list of duties and responsibilities that pertains to the role of the Vice-President, Student Life. This includes, but is not limited to;



Nipissing University Student Union

Frosh Week

- Planning, coordinating, organizing and facilitating the various events that occur during Frosh Week;
- Interviewing and hiring volunteers who shall act as Frosh coordinators, Frosh Leaders, with the consultation of the Executive Committee;
- Ensure that all volunteers at events are made aware of NUSU by-laws and policies, and that they are in compliance with these;
- Receiving feedback on Frosh Week, delivering a report to the Executive Committee about what improvements must be made and what events and activities were successful;
- Responsible, in conjunction with the University, for organizing, planning, and implementing other various student orientation events throughout the year, as well as New Student Orientation (NSO), occurring in July.

Clubs

- Responsible for supervising, and facilitating the Clubs program including, but not limited to, approving Club applications, Club orientation days, and approving Club events;
- Ensure all approved Clubs are adhering to the proper policies, and procedures of NUSU;
- Work collaboratively with the Department of Finance and Administration on Clubs budgets, events, and expenses;
- Ensure all Clubs are made aware of the Clubs Policy and adhere to this.

Events

- Organizing, planning, coordinating, and implementing various social, and academic events, in conjunction with the Social Committee;
- Ensuring all events are appropriate and safe for students to attend;
- Working in collaboration with the Communications Department to advertise and promote events.

Food Bank

- Responsible for managing the NUSU Student Food Bank;
- Ensuring that the NUSU Student Food Bank is stocked at all times.



Nipissing University Student Union

Elections

- Act as the the Chief Returning Officer (CRO), and coordinate, administer, and facilitate elections for various positions including Executives and Directors;
- Act as the Chairperson of the NUSU Elections Committee;
- Develop, review, evaluate, and implement all policies, procedures, practices related to the elections;
- Working in conjunction with the President acting as Deputy Returning Officer (DRO) on elections.

Supervisory

- As head of the department of Services, overseeing the Director of Services;
- Ensure that all employees within the department of Services are fulfilling their job descriptions to the best of their ability;
- Effectively and regularly communicating with the members within the department, while also meeting regularly;

Collaboration

- Meet regularly with the President, Executives, and staff;
- Effectively communicating and informing the rest of NUSU on all related business;
- Develop working relationships with various parties within the University to promote responsible, and feasible decisions;
- Openly receive feedback from other members of NUSU, the Nipissing University community, and the broader North Bay community, while establishing and then maintaining working relationships;
- Promote effective communication and collaboration between all NUSU departments when required;
- Complete any other tasks assigned by either the Board of Directors, and/ or Executive Committee.

Terms of Office

The term for the Vice-President, Student Life is one (1) year, starting on May 1st, and concluding on April 30th of the following year. The elected individual must complete a minimum of forty (40) hours of shadowing with the current Executive Committee before they commence their term.

When in Office, the Vice-President, Student of Life is required to do the



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Nipissing University Student Union

following:

- During the summer months from May 1st- September 1st, complete forty (40) hours of work weekly;
- During the academic school year from September 1st– April 30th, complete twenty (20) hours of work weekly during the hours of operation (Monday-Friday, 8:30 to 4:30 pm).

Committee Membership

- NUSU Board of Directors;
- NUSU Executive Committee;
- Chairperson of NUSU Social Committee;
- Chief Returning Officer of NUSU Elections Committee;
- Vice-Chairperson of NUSU Shine Committee;
- Nipissing University Board of Governors Fundraising Committee (Non-Voting Member);
- NUSU Campaigns Advisory Committee (Member);
- Any other Committee appointed to.