



## **POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Vice-President Communications
<b>REPORTS TO:</b>	Executive Committee, and the Board of Directors.
<b>SALARY RANGE:</b>	Starting at \$23,000
<b>EDUCATION:</b>	Attaining a Post-Secondary Degree
<b>QUALIFICATIONS:</b>	Currently enrolled at Nipissing University, as per NUSU By-laws, and at least 18 years of age.
<b>HOURS:</b>	40 hours/week May-August, 20 hours/week September-April

### **SUMMARY:**

As the head of the Communications department, and the primary liaison between NUSU and the Canadian Federation of Students, the Vice-President Communications is primarily focused on; the development and production of the Student Handbook, the website, social media platforms, managing the Health Plan, and the implementation of awareness campaigns. The individual, who reports to both the Board of Directors, and the Executive Committee, will be highly determined, and motivated to work in a demanding environment, display strong organizational skills, have exemplary work ethic, have strong interpersonal skills, and exceptional time management qualities.

The individual will also act with professionalism, and will strive to achieve the following:

- Act in the best interests, and in accordance to by-laws, policies, procedures, Vision, and Mission of NUSU;
- Prepare or assist with various reports, and documentation for the Board of Directors, and Executive Committee;
- Develop suitable departmental goals, both long and short term;
- Maintain proper financial practices, and be feasibly responsible within the budgetary restrictions;
- Maintain regular 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 Communications. This includes, but is not limited to:

#### **Handbook**

- Responsible for the creation and production of the Handbook for students, in conjunction with the Director of Communications.



### **Website and Social Media**

- Responsible for communications of the organization of various events, news, and information to the student body;
- Responsible for updating all media platforms and the organizations' website;
- Providing recommendations on how to effectively communicate relevant information to the student body

### **Awareness Campaigns**

- Responsible for the coordination, organization, planning, and implementation of various awareness campaigns such as social issues, and health and wellness.

### **Health Plan**

- Responsible for facilitating, managing, and promoting the Health Plan;
- Ensuring proper communication of the relevant information of the Health Plan to the student body;
- Addressing concerns and questions from students in regards to the Health Plan.

### **Community Outreach**

- Collaborating with North Bay Community partners on awareness campaigns;
- Setting up volunteer opportunities for Nipissing students.

### **Supervisory**

- Department head of the Communications department, overseeing the Director of Communications;
- Ensure that all employees within the Communications department are fulfilling their job descriptions;
- Effectively and regularly communicate with members within the Communications department, while also meeting regularly.

### **Collaboration**

- Meet regularly with the President;
- Work with various parties within the University to promote responsible, and feasible financial decisions;
- Openly receive feedback from other members of NUSU, and the Nipissing University community, while creating strong relationships;
- Promote effective communication and collaboration between all NUSU departments when required;
- Complete any other task as assigned by the either the Board of Directors, and/or Executive Committee.

### **Terms of Office**

The term for the Vice-President Communications is one (1) year, commencing on May 1, and concluding on April 30. The elected individual must complete a minimum of forty (40) hours of shadowing the current Vice-President Communications before they commence their term.

When in office, the Vice-President Communications is required to the following:

- During the summer months from May 1 – September 1, complete forty (40) hours of work weekly;



- During the academic school year from September 1 – May 1, complete twenty (20) hours of work weekly during the hours of operation (Monday – Friday, 8:30am-4:30pm).

**Committee Membership**

- Board of Directors;
- Executive Committee;
- Chairperson of the NUSU Cares Committee;
- Deputy Returning Officer on the Elections Committee; and
- Any other committee appointed to.