



## **POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Vice-President Services
<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 must be at least 18 years of age.
<b>HOURS:</b>	40 hours/week May-August, 20 hours/week September-April

### **SUMMARY:**

As head of the Services department, the Vice-President Services is primarily focused on the organization of Frosh Week, managing the Food Bank, implementing academic and social events, and managing the Clubs program. 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 Finance. This includes, but is not limited to:

#### **Frosh Week**

- Planning, coordinating, organizing, and facilitating the various events that occur during Frosh Week.
- Interviewing, and hiring volunteers who will act as Frosh Coordinators, and Frosh Leaders, with consultation of the Executive Committee, and previously elected VP Services;
- Receiving feedback on Frosh Week, and making recommendations on how to further improve the event moving forward; and



- Responsible, in conjunction with the University, for organizing, planning, and implementing other various student orientation events occurring in September and January, as well as New Student Orientation, occurring in July.

### **Clubs**

- Responsible for managing, and facilitating the Clubs program including, but not limited to, approving Club applications, Club orientation days, and approving Club events; and
- Ensure all approved Clubs are adhering to the proper policies, and procedures of NUSU.

### **Events**

- Organizing, planning, coordinating, and implementing various social, and academic events, in conjunction with the Social Committee; and
- Ensuring all events are appropriate and safe for students attend; and apply to the interest of the various students on campus.
- Organizing, planning and coordinating Nipissing University/NUSU's annual Shinerama Campaign; including an annual Shinerama Day to occur during Frosh Week, and one large additional fundraiser.

### **Food Bank**

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

### **Supervisory**

- Department head of the Services department, overseeing the Director of Services;
- Ensure that all employees within the Services department are fulfilling their job descriptions; and
- Effectively and regularly communicate with members within the Services 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 Services 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 Services before they commence their term.

When in office, the Vice-President Services 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 Social Committee;
- Nipissing University Alumni Advisory Board;
- Sales and Merchandise Committee; and
- Any other committee appointed to.