



POSITION DESCRIPTION

- POSITION TITLE:** Vice-President Services
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 NUSU By-laws.

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 the 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 Nipissing 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 to attend; and apply to the interest of the various students on campus.
- Organizing, planning and coordinating NUSU's annual Shinerama Campaigns, and any additional fundraisers.

Food Bank

- Responsible for managing and maintaining the NUSU Food Bank, ensuring that it is properly stocked at all times.

Supervisory

- Head of the Services department, overseeing and working with 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;
- 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 reasonable task as assigned by the either the Board of Directors, and/or Executive Committee.

Committee Membership

- Board of Directors;
- Executive Committee;
- Chairperson of the Social Committee;
- Sales and Merchandise Committee; and
- Any other committee appointed to.

Terms of Office

The term for the Vice-President Services is one (1) year, commencing on May 1st, and concluding on April 30th. It is recommended that the elected individual complete a minimum of forty (40) hours of shadowing before they commence their term. This includes meeting with individuals within NUSU, Nipissing University, and the North Bay community, as required. They are to also attend any formal training required of them at the start of their term.

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

- During the summer months from May 1st – August 31st, 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, 8:30am-4:30pm).