



TRENT DURHAM
STUDENT ASSOCIATION

Job title	<i>Vice President of Campus Life</i>
Reports to	<i>Executive Committee and Board of Directors</i>
Compensation	<i>\$18,630 (\$13.50 hourly rate) 20-25 hours/wk school year (35 hours/wk in the summer)</i>
Start Date	<i>May 1st</i>
End Date	<i>April 30st 2018</i>
Apply To:	<i>Submit Candidacy for the Winter Executive Election</i>

Job purpose

The Vice President of Campus Life shall be responsible for ensuring engaging social activities on campus for the purpose of providing members with forums to socialize, share common interests,

Duties and responsibilities

1. The VPCL shall be a secondary signing authority of the Corporation.
2. The VPCL shall be the primary student liaison between Clubs, the student volunteer base, the department of Student Affairs, and students.
 - a. The VPCL, in consultation with the Executive Committee, shall encourage interaction between all the university services with the purpose of finding areas of mutual interest where they can work together.
3. The VPCL shall be responsible for Club activities, including but not limited to:
 - a. Assisting in the promotion of Club activities, where possible;
 - b. Providing informational resources to current and prospective Clubs;
 - c. Providing administrative support for the processing of Club applications;
4. The VPCL shall be responsible for managing student volunteers for TDSA events.
5. The VPCL shall encourage, promote, and/or assist student-initiated projects.
6. The VPCL shall plan, execute, and promote a variety of small and large-scale events for students throughout the academic year.
7. The VPCL shall gauge student interest for campus life activities.

8. The VPCL shall be the official communications officer for all TDSA social media platforms.
 - a. The VPCL shall implement a marketing and communications strategy in accordance with the organization's by-laws and policies
 - b. The VPCL shall be responsible for managing social media accounts during the summer
 - c. The VPCL shall hand over the duties of managing the social media accounts to the Marketing and Communications Manager upon appointment and provide adequate training for the Marketing and Communications Manager.
9. The VPCL, in consultation with the President, shall be responsible for adhering to the campus life budget.
10. The VPCL shall chair or co-chair internal committees as delegated by the President in consultation with the Executive Committee.
 - a. Historically, the VPCL has been involved with Membership Issues & Services Committee and TDSA CARES
11. The VPCL shall sit on campus and university committees involved student engagement and campus life
 - a. The VPCL shall co-chair the Student Engagement Advisory Committee with a representative of the Durham campus (Director of Student Affairs or Student Life Coordinator
 - b. The VPCL shall sit on the Orientation Committee
 - c. The VPCL may sit on the CASSC committee
12. The VPCL shall report to the Executive Committee and Board of Directors. Additionally, the VPCL shall frequently update the President on weekly activities.

Qualifications

Qualifications include:

- Current Trent University Durham Student
- Leadership Skills
- Strong and articulate communication skills
- Familiar with social media platforms
- Event Planning skills or experience in planning events desired
- Enthusiastic about student engagement, events, and campus life
- Impartiality, fairness and the ability to respect confidences
- Effective time management and organizational skills
- Tact and diplomacy
- Friendly personality, sociable and approachable

Working conditions

The VPCL is expected to work 20-25 hours per week with the exception of August and September in which they may work up to 35 hours to accommodate the demands of planning and overseeing Orientation activities

The VPCL is expected to attend 3 hour (maximum) monthly Board of Director Meetings

The VPCL will be required to attend conferences and other functions outside of their regular hours.

*See Appendix for Terms of Employment details.

Physical requirements

N/A

Direct reports

List by job title any positions to be supervised by the incumbent.

Marketing & Communications Manager

Approved by:	<i>TDSA Board of Directors</i>
Date approved:	<i>December 1st, 2016</i>
Reviewed:	<i>December 1st, 2016</i>

This job description is reviewed annually.

Successful applicants are expected to conduct themselves in accordance with TDSA by-laws and policies. As representatives of the organization, successful applicants are also expected to behave in a way that reflects favourably on behalf of the organization.