

Job title	<i>Vice President of University Affairs</i>
Reports to	<i>Board of Directors and Executive Committee</i>
Compensation	<i>\$21 735 (\$13.50/hr.) 30-35 hr/week summer; 25-30hr/week school year</i>
Start Date	<i>May 1st 2017</i>
End Date	<i>April 30th 2018</i>
Apply To:	<i>Submit Candidacy for the Winter Executive Election</i>

Job purpose

The VPUA shall work towards assuring that Trent University provides an environment wherein its members can pursue personal and social growth as well as academic excellence.

Duties and responsibilities

- 1) The VPUA shall be a secondary signing authority of the Corporation.
- 2) The VPUA shall professionally advocate for an accessible, affordable, and high-quality post- secondary education at Trent University.
- 3) The VPUA shall represent Trent Durham students municipally, provincially, and federally, unless otherwise specified.
- 4) The VPUA shall work with municipal, provincial and/or national organizations the Trent Durham Student Association maintains membership with.
- 5) The VPUA shall be a voting member on the Ontario Undergraduate Student Alliance Steering Committee. Additionally, the VPUA possesses the right to run for an Executive position within the OUSA Steering Committee, subject to board approval.
- 6) The VPUA shall represent the Corporation at official functions, public occasions, and administrative functions and/or meetings alongside the President when more than one representative is required. In the event the President is unable to attend an official function, public occasion, and/or an administrative function/meeting, the VPUA shall act as a replacement.
- 7) The VPUA shall encourage the evaluation of academic policies, procedures, and grading practices. Additionally, the VPUA shall encourage the formulation and implementation of policies and procedures that promote and reflect academic excellence and standards essential to the integrity of Trent University's scholastic activities.
- 8) The VPUA alongside the President shall ensure students' views are represented to the university administration, community, and municipal, provincial, and federal governments.
- 9) The VPUA shall maintain and promote relations between students at Trent University Durham and students of other universities and colleges, for the purpose

of enhancing academic pursuits on campus. Additionally, the VPUA shall strive to maintain relations with the Trent Central Student Association (TCSA), the Trent Graduate Student Association (TGSA) and any other student associations and/or groups in Trent University Peterborough.

- 10) The VPUA shall be responsible for chairing the Organizational Review and Development Committee and jointly chairing the TDSA CARES Committee. Additionally, the VPUA, in consultation with the President, shall conduct periodic reviews of the bylaws, policies, and procedures of the Corporation.
- 11) The VPUA shall work with the university administration, municipal government, and where applicable the provincial government, to ensure students have access to an affordable and robust local transit system.
- 12) The VPUA shall participate in university committees as determined by the board of directors. The VPUA shall offer direction to students with academic appeals and petitions.
- 13) The VPUA, alongside the President, shall ensure the bylaws, operational and governance policies are current, up-to-date, and compatible with relevant legislation.
- 14) The VPUA shall ensure the Trent Durham Student Association maintains links with community groups and organizations that can assist with the betterment of the student experience. Additionally, the VPUA shall be a representative to such groups.
- 15) The VPUA, 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.
- 16) The VPUA, in consultation with the Executive and TDSA CARES, shall design and implement informational campaigns at the Trent Durham campus.
- 17) The VPUA, in consultation with the President, shall be responsible for adhering to the university affairs budget.
- 18) The VPUA shall act in the capacity of the President in the event of a vacancy.
- 19) The VPUA shall report to the Executive Committee and Board of Directors. Additionally, the VPUA shall frequently update the President on weekly activities.

Qualifications

Qualifications include:

- Current Trent University Durham Student
- Strong and articulate communication and writing skills
- Articulate in communicating and advocating ideas verbally
- Respectful in times of disagreement
- Ability to listen well and report information accurately
- Strong, independent worker and capable working cordially with others
- Friendly personality, sociable and approachable
- Must be willing and capable of taking the initiative
- Access to own transportation considered an asset
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Working conditions

The VPUA is expected to work 35 hours per week during the summer and a minimum of 20 hours per week during the fall and winter.

The VPUA is expected to attend 3 hour (maximum) monthly Board of Director Meetings as well as monthly OUSA Steering Committee meetings

The VPUA will be required to travel to committee meetings held on the Peterborough campus.

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

The VPUA is entitled to 4% vacation pay

The VPUA is entitled to 2% of contracted hours in sick time

The VPUA is entitled to 2% of contracted hours in compassion time

The VPUA is entitled to bereavement, maternity leave, and civic duty.

The VPUA is recommended to enroll in a reduced number of courses during their term.

*See Appendix for Academic Commitment details.

Physical requirements

N/A

Direct reports

Advocacy Commissioner, President, VPCL, Operations Coordinator

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.