Policy 16
Created: 2011
Last Revised or Reviewed: September 2026

16. Policy 16: Job Descriptions

16.1. President Overview

Job Title	President
Reports to	Board of Directors
Salary Compensation	$41,949.15/year paid bi-weekly
Expected Work Hours	35 hours/week (4 and a half days/week) Additional responsibilities outside of working hours as necessary
Start Date	May 1st
End Date	April 30th
Apply to	Submit Candidacy in the TDSA Elections

16.1.1. President Job Purpose

16.1.1.1. The President will be the Chief Executive Officer and a signing authority of the Corporation. The President is responsible for overseeing all major organizational decisions; managing all operations and resources of the organization; while ensuring that the organization Trent Durham Student Association (TDSA) acts upon its Mission and Mandate in accordance with the organization's By-Laws and Policies.

16.1.2. President Duties and Responsibilities

16.1.2.1. The President shall be the Chief Executive Officer of the Corporation.

16.1.2.2. Oversee major organizational decisions.

16.1.2.3. Manage all operations and resources of the organization.

16.1.2.4. The creation, maintenance, and implementation of the TDSA annual and long-term plans.

16.1.2.5. The President shall develop and submit an annual Executive Action Plan (EAP) for their term. This plan should clearly outline goals, planned initiatives and projects for the academic year. The EAP will be used as a guiding document to support accountability and progress tracking within the team. This document shall:

16.1.2.5.1. Be presented and approved at the July board meeting.

16.1.2.5.2. Outline planned initiatives, projects or core responsibilities

16.1.2.5.3. Include a timeline for the execution of such goals and initiatives

16.1.2.5.4. Be considered a working document and may be reviewed, updated or amended at the start of each academic semester, if needed.

16.1.2.6. The periodical review of the bylaws, policies, and procedure of the Corporation alongside the executive committee.

16.1.2.7. Chairing the Executive Committee and any other internal (TDSA) committee unless delegated to another member of the Executive Committee or Board of Directors.

16.1.2.8. The President shall encourage the evaluation of academic policies, procedures, and grading practices. Additionally, the President 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.

16.1.2.9. Sit on the Finance Committee as a member.

16.1.2.10. Sit on the TDSA C.A.R.E.S. Committee as a member.

16.1.2.11. Sit on the ORD Committee as a member

16.1.2.12. The President, in consultation with the Executive Committee and the ORD, shall conduct periodic reviews of the bylaws, policies, and procedures of the Corporation, and compatible with relevant legislation.

16.1.2.13. The President shall be the Secondary Delegate at the Canadian Alliance of Student Associations (CASA). Additionally, the President possesses the right to run for a Board Position within the CASA Board of Directors, subject to TDSA Board Approval.

16.1.2.14. The supervision of the elections committee formation (unless running for re-election), subject to the elections policy.

16.1.2.15. Ensuring the Executive Committee is fulfilling their responsibilities and reporting to the board any discrepancies.

16.1.2.16. The President, alongside the other student executives, shall act in the official capacity of a vacant student executive until a replacement has been determined.

16.1.2.17. The President, in consultation with the Executive Committee, shall be responsible for the shared supervision of all hired TDSA employees

16.1.2.18. The President will act as primary liaison between the Board of Directors and the organization.

16.1.2.19. The President shall be a voting member on the board of directors and shall act as chief spokesperson for the board.

16.1.2.20. The President shall act as chair of the board of directors until the board has hired a Chairperson of the Corporation.

16.1.2.21. The President will ensure the board is given adequate training in order to conduct business effectively;

16.1.2.22. The President will handle all incoming requests of the board and maintaining all confidences;

16.1.2.23. The President will ensure the minutes of the organization are available by request to all members of the Corporation.

16.1.2.24. The President shall act upon the will of the board of directors, subject to a majority vote

16.1.2.25. The President, in consultation with the VPEA and VPCL, shall supervise the finances of the Corporation.

16.1.2.26. The President will act as the primary signing authority of the Corporation.

16.1.2.27. The President, in consultation with the Executive and Finance Committee, and where possible, other directors, shall develop an annual operating budget for the Corporation to submit to the board of directors for approval no later than June 30th.

16.1.2.28. The President shall ensure that all expenditures of the organization, under the jurisdiction of the board are authorized and evidenced by proper documentation.

16.1.2.29. The President shall supervise the finances of TDSA services and revenue generating commercial services of the Corporation.

16.1.2.30. The President shall present financial reports to the membership at the Annual General Meetings and Board Meetings.

16.1.2.31. The President shall organize the annual audits to be presented at a General Meetings.

16.1.2.32. The President shall prepare and provide the incoming executive with a year-end management accounting information and analysis report.

16.1.2.33. The President shall ensure students' views are represented to the university administration, community and municipal, provincial, and federal governments, unless otherwise specified.

16.1.2.34. The President shall be the official communications officer for all TDSA social media platforms, unless otherwise delegated to VPCL, VPEA or hired TDSA employee.

16.1.2.35. The President, with consultation from the Executive Committee, shall oversee a marketing and communications strategy in accordance with the organization's by-laws and policies.

16.1.2.36. The President shall be the official spokesperson and act as a representative to (the President may designate a student-at-large to act as a replacement representative, with priority given to the other Executives):

16.1.2.36.1. Official functions;

16.1.2.36.2. Public occasions;

16.1.2.36.3. The University Senate;

16.1.2.36.4. The Board of Governors;

16.1.2.36.5. The University Administration;

16.1.2.36.6. University Committees

16.1.2.37. The President, in collaboration with the Executive Director, shall oversee the administration of the health and dental plan and report to the board of directors all relevant details of the plan including

costs and coverage. Additionally, the President is responsible for ensuring that students are aware of the health and dental plan.

16.1.2.38. The President shall embody the values of the organization and membership while acting as the figurehead of the organization.

16.1.2.39. The publishing and calling of the agenda for board and general meetings

16.1.2.40. Chairing the General Meetings, unless delegated to another TDSA Representative.

16.1.2.41. The President shall report to the Executive Committee and Board of Directors. Additionally, the President shall update the Executive Committee on weekly activities.

16.1.3. President Qualifications

16.1.3.1. Must be a member of the corporation at the time of the election in which they are a candidate.

16.1.4. President Assets

16.1.4.1. Strong and articulate communication and writing skills

16.1.4.2. Budgetary experience an asset

16.1.4.3. Strong independent worker and capable of working cordially with others

16.1.4.4. Friendly personality, sociable and approachable

16.1.4.5. Leadership experience an asset

16.1.4.6. Previous experience with TDSA an asset

16.1.4.7. Effective and reliable means of transportation for meetings off campus an asset

16.1.5. President Working Conditions

16.1.5.1. The President is expected to work 35 hours per week and is expected to work during office hours.

16.1.5.2. Ever changing and fast paced work environment

16.1.5.3. High stress work environment

16.1.5.4. The President is expected to attend monthly Board of Director Meetings.

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

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

16.1.5.7. The President is not to enroll in more than 1.0 credit each semester. Any considerations above this are subject to Executive Committee approval based on a presented action plan.

16.1.6. President Physical Requirements

16.1.6.1. N/A

16.1.7. President Direct Reports

16.1.7.1. Student Employees as decided by Exec Committee

16.1.7.2. Marketing & Communications Assistant

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.

16.2. Vice President of External Affairs Overview

Job Title	Vice President of External Affairs
Reports to	Board of Directors
Salary Compensation	$38,030.92/year
Expected Work Hours	35 hours/week May 1-September 15 (4 and a half days/week) 30 hours/week, September 16-April 30 (4 days/week) Additional responsibilities outside of working hours as necessary
Start Date	May 1st
End Date	April 30th
Apply to	Submit Candidacy in the TDSA Elections

16.2.1. Vice President of External Affairs Job Purpose

16.2.1.1. The Vice President of External Affairs (VPEA) shall work towards assuring that Trent University Durham-GTA students receive equitable advocacy involving their student experience at all levels of government.

16.2.2. Vice President of External Affairs Duties and Responsibilities

16.2.3. The VPEA shall be assigning authority of the Corporation.

16.2.4. The VPEA shall professionally advocate for an accessible, affordable, and high-quality post- secondary education for Trent University Durham-GTA students.

16.2.5. The VPEA shall develop and submit an annual Executive Action Plan (EAP) for their term. This plan should clearly outline goals, planned initiatives and projects for the academic year. The EAP will be used as a guiding document to support accountability and progress tracking within

the team. This document shall be presented and approved at the July board meeting.

16.2.5.1.1. Be presented and approved at the July board meeting.

16.2.5.1.2. Outline planned initiatives, projects or core responsibilities

16.2.5.1.3. Include a timeline for the execution of such goals and initiatives

16.2.5.2. Be considered a working document and may be reviewed, updated or amended at the start of each academic semester, if needed. The VPEA shall represent Trent University Durham-GTA students municipally, provincially, and federally, unless otherwise specified.

16.2.5.3. The VPEA shall work with municipal, provincial and/or federal organizations the TDSA maintains membership with.

16.2.5.4. The VPEA shall be a voting member on the Ontario Undergraduate Student Alliance (OUSA) Steering Committee. Additionally, the VPEA possesses the right to run for an Executive position within the OUSA Steering Committee, subject to board approval.

16.2.5.5. The VPEA shall be the Primary Delegate for the Canadian Alliance of Student Associations (CASA). Additionally, the VPEA possesses the right to run for a Board Position within the CASA Board of Directors, subject to TDSA Board Approval.

16.2.5.6. The VPEA 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 VPEA shall act as a replacement.

16.2.5.7. The VPEA shall consult with the President in the development of relevant budget lines.

16.2.5.8. The VPEA alongside the President shall ensure students' views are represented to the university administration, community, and municipal, provincial, and federal governments.

16.2.5.9. The VPEA shall maintain and promote relations between students at Trent University Durham-GTA and students of other universities and colleges, for the purpose of enhancing academic pursuits on campus. Additionally, the VPEA shall strive to maintain relations with any other student associations and/or groups in Trent University.

16.2.5.10. The VPEA shall be responsible for sitting as a member on the Organizational Review and Development (ORD) Committee and the Outreach Committee.

16.2.5.11. The VPEA, in consultation with the Executive Committee and the ORD, shall conduct periodic reviews of the bylaws, policies, and procedures of the Corporation, and compatible with relevant legislation.

16.2.5.12. The VPEA, in consultation with the Executive Committee, shall be responsible for the shared supervision of all hired TDSA employees.

16.2.5.13. The VPEA, in tandem with the President, shall work with the university administration, municipal, provincial and/or federal government(s) where applicable to ensure students have access to an affordable and robust local transit system.

16.2.5.14. The VPEA shall participate in university committees as determined by the board of directors.

16.2.5.15. The VPEA shall offer consultation and peer support to students with academic appeals and petitions and, when possible, strive to be a member of the Committee for Undergraduate Petitions (CUP).

16.2.5.16. The VPEA 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 VPEA shall be a representative to such groups.

16.2.5.17. The VPEA, 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.

16.2.5.18. The VPEA, in consultation with the Executive and TDSA CARES, shall design and implement informational campaigns at the Trent Durham campus.

16.2.5.19. Ensuring the Executive Committee are fulfilling their responsibilities and reporting to the board any discrepancies.

16.2.5.20. The VPEA, in consultation with the President, shall be responsible for adhering to the budget.

16.2.5.21. The VPEA shall act in the capacity of the President in the event of a vacancy.

16.2.5.22. The VPEA shall report to the Executive Committee and Board of Directors. Additionally, the VPEA shall update the Executive Committee on weekly activities.

16.2.6. Vice President of External Affairs Qualifications

16.2.6.1. Is a member of the corporation during the time of the election they will run in.

16.2.6.2. Must meet the Ontario Undergraduate Student Alliance's (OUSA) requirements to be a Director, found on the OUSA website. As long as this does not contradict the TDSA by-law or policy

16.2.7. Vice President of External Affairs Assets

16.2.7.1. Strong and articulate communication and writing skills

16.2.7.2. Experience with policy writing & government relations

16.2.7.3. Articulate in communicating and advocating ideas verbally

16.2.7.4. Respectful in times of disagreement

16.2.7.5. Ability to listen well and report information accurately

16.2.7.6. Strong, independent worker and capable working cordially with others

16.2.7.7. Friendly personality, sociable and approachable

16.2.7.8. Must be willing and capable of taking the initiative

16.2.7.9. Access to own transportation considered an asset

16.2.8. Vice President of University External Working Conditions

16.2.8.1. The VPEA is compensated at a salary rate with the expectation to work 35 hours per week during the summer and 30 hours per week during the fall and winter.

16.2.8.2. The VPEA is expected to attend monthly Board of Director Meetings as well as monthly OUSA Steering Committee meetings.

16.2.8.3. Ever changing and fast paced work environment.

16.2.8.4. High stress work environment.

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

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

16.2.8.7. The VPEA is not to enroll in more than 1.5 credits per semester. Any considerations above this are subject to Executive Committee approval based on a presented action plan.

16.2.9. Vice President of External Affairs Physical Requirements

16.2.9.1. N/A

16.2.10. Vice President of University External Direct Reports

16.2.10.1. Student Employees as decided by Exec Committee

16.2.10.2. Policy Analyst

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.

16.3. Vice President of Campus Life Overview

Job Title	Vice President of Campus Life
Reports to	Board of Directors
Salary Compensation	$38,030.92/year
Expected Work Hours	35 hours/week May 1-September 15 (4 and a half days/week) 30 hours/week, September 16-April 30 4 days/week) Additional responsibilities outside of working hours as necessary
Start Date	May 1st
End Date	April 30th
Apply to	Submit Candidacy for the TDSA Election

16.3.1. Vice President of Campus Life Job Purpose

16.3.1.1. The Vice President of Campus Life (VPCL) shall be responsible for organizing social activities on campus for the purpose of providing members with forums to socialize and share common interests. Also includes oversight and management of the TDSA's clubs.

16.3.2. Vice President of Campus Life Duties and Responsibilities

16.3.2.1. The VPCL shall be a signing authority of the Corporation.

16.3.2.2. The VPCL shall be the official point-person for clubs.

16.3.2.3. 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.

16.3.2.4. The VPCL shall develop and submit an annual Executive Action Plan (EAP) for their term. This plan should clearly outline goals,

planned initiatives and projects for the academic year. The EAP will be used as a guiding document to support accountability and progress tracking within the team. This document shall be presented and approved at the July board meeting.

16.3.2.4.1. Be presented and approved at the July board meeting.

16.3.2.4.2. Outline planned initiatives, projects or core responsibilities

16.3.2.4.3. Include a timeline for the execution of such goals and initiatives

16.3.2.4.4. Be considered a working document and may be reviewed, updated or amended at the start of each academic semester, if needed.

16.3.2.5. The VPCL shall be responsible for club activities, including but not limited to:

16.3.2.5.1. Assisting in the promotion of club activities, where possible

16.3.2.5.2. Providing informational resources to current and prospective clubs

16.3.2.5.3. Providing administrative support for the processing of club applications

16.3.2.6. The VPCL shall be responsible for managing student volunteers for TDSA events.

16.3.2.7. The VPCL shall encourage, promote, and/or assist student-initiated projects.

16.3.2.8. The VPCL shall plan, execute, and promote a variety of small and large-scale events for students throughout the academic year.

16.3.2.9. The VPCL shall gauge student interest for campus life activities.

16.3.2.10. The VPCL, in consultation with the President, shall be responsible for adhering to the budget.

16.3.2.11. The VPCL shall consult with the President in the supervision of finances of the Corporation where applicable.

16.3.2.12. The VPCL, in consultation with the Executive Committee, shall be responsible for the shared supervision of all hired TDSA employees

16.3.2.13. The VPCL shall sit on any TDSA Committee as delegated by the Executive Committee.

16.3.2.14. The VPCL shall sit on campus and university Committees involving student engagement and campus life.

16.3.2.15. The VPCL shall chair the Campus Life Committee.

16.3.2.16. The VPCL shall sit on the Orientation Committee.

16.3.2.17. The VPCL may sit on the College and Student Services Committee (CASSC).

16.3.2.18. The VPCL shall be the Secondary Delegate for the Canadian Alliance of Student Associations (CASA) in the event that the VPEA or President becomes a member of the CASA Board of Directors. Under special circumstances and with executive committee approval, the VPCL may be designated as the primary delegate for CASA.

16.3.2.19. The VPCL shall report to the Executive Committee and Board of Directors. Additionally, the VPCL shall update the Executive Committee on weekly activities.

16.3.2.20. The VPCL, in consultation with the Executive Committee and the ORD, shall conduct periodic reviews of the bylaws, policies, and procedures of the Corporation, and compatible with relevant legislation.

16.3.2.21. Ensuring the Executive Committee are fulfilling their responsibilities and reporting to the board any discrepancies.

16.3.3. Vice President of Campus Life Qualifications

16.3.3.1. Is a member of the corporation during the time of the election they will run in.

16.3.4. Vice President of Campus Life Assets

Below are recommendations for assets of the VPCL, no student is required to have the following

16.3.4.1. Leadership skills

16.3.4.2. Strong and articulate communication skills

16.3.4.3. Familiar with social media platforms

16.3.4.4. Event planning skills or experience in planning events

16.3.4.5. Enthusiastic about student engagement, events, and campus life

16.3.4.6. Impartiality, fairness and the ability to respect confidences

16.3.4.7. Effective time management and organizational skills

16.3.4.8. Tact and diplomacy

16.3.4.9. Friendly personality, sociable and approachable

16.3.5. Vice President of Campus Life Working Conditions

16.3.5.1. The VPCL is compensated at a salary rate with the expectation to work 35 hours per week May through September in order to accommodate the demands of planning and overseeing Orientation activities. The VPCL is compensated at a salary rate with the expectation to work 30 hours/week September through the end of April.

16.3.5.2. The VPCL is expected to attend monthly Board of Director Meetings.

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

16.3.5.4. The VPCL is not to enroll in more than 1.5 credits per semester. Any considerations above this are subject to Executive Committee approval based on a presented action plan.

16.3.5.5. Ever changing and fast paced work environment

16.3.5.6. High stress work environment

16.3.6. Vice President of Campus Life Physical Requirements

16.3.6.1. N/A

16.3.7. Vice President of Campus Life Direct Reports

16.3.7.1. Student Employees as decided by Exec Committee

16.3.7.2. Events Coordinator

JOB DESCRIPTIONS POLICY

LAST REVISED: Aug 2025

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.

16.4. Executive Director Overview

Job Title	Executive Director
Reports to	Executive Team
Salary Compensation	To Be Negotiated
Start Date	March 1st, 2021

16.4.1. Executive Director Job Purpose

16.4.1.1. The Executive Director is responsible for the operations of the association, as well as supporting the executive team with regards to non-profit expertise and governance strategy. The Executive Director is also responsible for the joint execution of the strategic plan, as decided by the executive team and board of directors.

16.4.2. Executive Director Duties and Responsibilities

16.4.2.1. The Executive Director shall act as secretary to the Board of Directors

16.4.2.1.1. Ensuring minutes comply with non-for-profit corporations act that document concise and accurate decisions;

16.4.2.1.2. Provide non-profit expertise to board members;

16.4.2.2. The Executive Director shall assist with the day-to-day operations of the TDSA office, including but not limited to:

16.4.2.2.1. Oversee the TDSA Tuck and Consignment Store (Rack and Shelf)

16.4.2.2.2. Maintain the general inquiry email in collaboration with hired staff and executive team

16.4.2.2.3. Provide information on and coordinate the distribution of the Health and Dental Plan;

16.4.2.2.4. Provide guidance, reception and location information to visitors of the TDSA office;

16.4.2.3. The Executive Director shall assist with the day-to-day financial operations of the TDSA, including but not limited to:

16.4.2.3.1. Administer payroll and update the QuickBooks Online Accounting software in collaboration with the President and Bookkeeping Services;

16.4.2.3.2. Keep accurate financial records of the corporation;

16.4.2.3.3. Assist the bookkeeping service with any necessary information and/or presentations;

16.4.2.3.4. Provide financial updates as requested by the Executives and Board of Directors;

16.4.2.3.5. Coordinate the Annual Operating Budget with the President;

16.4.2.3.6. Coordinating the audit with the President and Bookkeeping Service;

16.4.2.3.7. Review financial statements on a regular basis, analyzing variances, trends and system deficiencies and discuss the results with the Executive committee;

16.4.2.3.8. Administer and maintain applicable employment records in accordance with provincial and federal guidelines, as well as TDSA's policies and agreements;

16.4.2.3.9. Assist the president and board of directors in the review of the effectiveness of the organization's relevant membership fees, paying specific attention to the current rate of inflation, cost of living, etc.

16.4.2.4. The Executive Director shall administer the operations of the Trent Durham Health and Dental Plan in consultation with the Trent Central Student Association. This includes but is not limited to:

16.4.2.4.1. Consult students on how to use the plan;

16.4.2.4.2. Report issues and complaints from students to insurance provider and the President;

16.4.2.4.3. Manage Direct2U Prescriptions;

16.4.2.4.4. Manage the distribution of informational materials.

16.4.2.5. The Executive Director will act as a signing authority for the organization.

16.4.2.6. The Executive Director will advise the Executive Committee and Board of Directors, through historical context and non for profit expertise where applicable, on the formation and execution of strategic plans.

16.4.2.7. The Executive Director shall maintain a record of when all TDSA documents (policies, job descriptions, etc.) are to be updated.

16.4.2.8. The Executive Director shall advise the Vice President of External Affairs and Board of Directors through historical context and non-profit expertise where applicable to ensure bylaws and policies accurately reflect TDSA operations, as well as relevant provincial and federal guidelines.

16.4.2.9. Assist with any other duties as assigned by the Executive Team.

16.4.2.10. The Executive Director is accountable to the Board of Directors, and reports to the Executive Committee.

16.4.3. Executive Director Qualifications.

16.4.3.1. Must NOT be a current Trent University Durham Student.

16.4.3.2. Bachelor's degree

16.4.3.3. Minimum 3 years management or executive experience in the non-profit sector, with preference given to experience in student government or the post-secondary education sector required

16.4.3.4. Strong boundary and advisement skills

16.4.3.5. Strong organizational and prioritization skills

16.4.3.6. Experience with accounting, including (but not limited to) commerce and QuickBooks training, basic bookkeeping principles and payroll preparation required

16.4.3.7. Experience with managing volunteers and community outreach

16.4.3.8. High degree of judgment and discretion, as well as confidentiality, to handle various contacts and situations that arise

16.4.3.9. An understanding of undergraduate population

16.4.3.10. Ability to nurture a culture of inclusion

16.4.3.11. Experience in Human Resources favoured

16.4.3.12. Valid Ontario driver's license and access to a vehicle an asset

16.4.4. Executive Director Working Conditions

16.4.4.1. Sitting for long periods of time;

16.4.4.2. Lift inventory boxes ;

16.4.4.3. Ability to focus in lively work environments;

16.4.4.4. Additional responsibilities outside of working hours as necessary.

16.4.5. Executive Director Benefits

16.4.5.1. Entitled to 15 paid and 10 unpaid days of vacation

16.4.5.2. Entitled to 5 paid sick days

16.4.5.3. Entitled to 5 paid short term disability days

16.4.5.4. Entitled to 2 paid religious observance days

16.4.5.5. All other time off (i.e. bereavement, parental leave, court leave) can be found in TDSA's policy 4, Employment Guidelines

16.4.5.6. Staff health insurance coverage through TDSA's provider

16.4.5.7. Entitled to a Wellness Spending Account

16.4.5.8. Professional development encouraged

16.4.6. Executive Director Direct Reports

16.4.6.1. N/A

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.

16.5. Administrative Coordinator Overview

Job Title	Administrative Coordinator
Report to	Executive Director
Compensation	$50,000 - $55,000 annually
Job Type	Full time, contract (35 hours a week)
Start Date	As soon as possible
End Date	—-
Apply to	Send resumes and cover letters to jobs@mytdsa.ca

16.5.1. Administrative Coordinator Job Overview and Purpose

16.5.1.1. The TDSA is seeking a detail-oriented and organized Administrative Coordinator (AC) to join our team. The successful candidate will play a crucial role in ensuring the smooth operation of our office(s) by handling various administrative tasks efficiently and professionally while providing administrative support to the TDSA team. This role requires excellent communication, multitasking, and organizational skills

16.5.2. Administrative Coordinator Duties and Responsibilities

16.5.2.1. The Administrative Coordinator shall provide administrative support to the TDSA team.

16.5.2.1.1. Assists with scheduling meetings, appointments, and workshops

16.5.2.1.2. Manages TDSA generic email accounts by monitoring and responding to requests or forwarding to appropriate staff members

16.5.2.1.3. Updates the website and social media accounts of the TDSA

16.5.2.1.4. Maintains sufficient office supplies and ordering supplies as necessary for staff and office(s) of the TDSA

16.5.2.1.5. Maintains accurate contact and distribution lists for community partners, staff, and other campus offices

16.5.2.1.6. Draft, proofread, and distribute official communications, including emails, newsletters, and reports

16.5.2.2. The Administrative Coordinator shall assist with the governance operations of the organization

16.5.2.2.1. Provides support to the TDSA Board of Directors, and its various committees by organizing and attending meetings, updating relevant documents, and uploading agenda and supporting documents to the website.

16.5.2.2.2. Assists in the planning, coordination, and execution of the TDSA General Meeting

16.5.2.2.3. Provide guidance and support to Student Union members (student executives, board members, and students at large) regarding governance matters

16.5.2.3. The Administrative Coordinator shall assist with the day-to-day running of events and activities on campus

16.5.2.3.1. Assists in planning, running, and organizing TDSA events, meetings, training sessions, team bonding activities, and retreats

16.5.2.3.2. Coordinates logistics, including venue booking, food catering, vendor booking, event set up and audiovisual equipment setup

16.5.2.3.3. Collaborates with the Marketing and communications team to maintain event listings and updates on the TDSA's website

16.5.2.4. Assists with any other duties as assigned by the Executive Team and/or the Executive Director

16.5.2.5. The Administrative Coordinator is accountable to the Executive Committee, and reports to the Executive Director

16.5.3. Administrative Coordinator Qualifications

16.5.3.1. Bachelor's degree with preference given to recent Trent University Durham graduates (Cannot be a current Trent/University Student)

16.5.3.2. Proven experience in administrative roles or office management

16.5.3.3. Strong written and verbal communication skills

16.5.3.4. Strong organizational and prioritization skills

16.5.3.5. An understanding of the university population

16.5.3.6. Ability to nurture a culture of inclusion

16.5.3.7. Excellent interpersonal skills and the ability to work effectively in a team environment

16.5.3.8. Adaptability and the ability to thrive in a fast-paced, student-driven environment

16.5.3.9. Valid Ontario driver's license and access to a vehicle an asset

16.5.4. Administrative Coordinator Working Conditions

16.5.4.1. Sitting for long periods of time;

16.5.4.2. Lift inventory boxes;

16.5.4.3. Ability to focus in lively work environments;

16.5.4.4. Additional responsibilities outside of working hours as necessary

16.5.5. Administrative Coordinator Benefits

16.5.5.1. Entitled to 10 paid and 10 unpaid days of vacation

16.5.5.2. Entitled to 5 paid sick days

16.5.5.3. Entitled to 5 paid personal day

16.5.5.4. Entitled to 5 paid short term disability days

16.5.5.5. Entitled to 2 paid religious observance days

16.5.5.6. All other time off (i.e. bereavement, parental leave, court leave) can be found in TDSA's policy 4, Employment Guidelines

16.5.5.7. Staff health insurance coverage through TDSA's provider

16.5.5.8. Entitled to a Wellness Spending Account

16.5.5.9. Professional development opportunities

16.5.6. Administrative Coordinator Direct Reports

16.5.6.1. N/A

JOB DESCRIPTIONS POLICY

LAST REVISED: Aug 2025

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.

16.6. Office Coordinator

Job Title	Office Coordinator
Report to	Executive Director
Compensation	$50,000 - $55,000 annually
Job Type	Full time, contract (35 hours a week)
Start Date	As soon as possible
End Date	April 30th, 2025
Apply to	Send Resumes and Cover Letters to jobs@mytdsa.ca

16.6.1. Office Coordinator Job Overview and Purpose

16.6.1.1. The Trent Durham Student Association (TDSA) is seeking a detail-oriented and organized office coordinator to join our team. As an Office Coordinator, you will be responsible for managing the administrative tasks and ensuring the smooth functioning of daily operations within our office environment. You will play a crucial role in facilitating communication, organizing meetings, managing supplies, and supporting various departments while providing administrative support to the TDSA team. This role requires strong organizational skills, attention to detail, and the ability to multitask effectively

16.6.2. Office Coordinator Duties and Responsibilities

16.6.2.1. The Office Coordinator shall provide Administrative support to the TDSA team to ensure efficient office operations

16.6.2.1.1. Assist the student executives on a daily basis to ensure that all their projects are completed in a timely manner

16.6.2.1.2. Manage incoming calls, emails, and correspondence, redirecting them as appropriate

16.6.2.1.3. Maintain office filing systems, both electronic and physical, ensuring documents are organized and easily accessible

16.6.2.1.4. Schedule appointments, meetings, and conference rooms, ensuring proper coordination and communication with participants

16.6.2.1.5. Assists in conference bookings, travel arrangements, and expense reports for staff members

16.6.2.1.6. Maintains sufficient office supplies and ordering supplies as necessary for staff and office(s) of the TDSA

16.6.2.1.7. Draft and edit internal communications, memos, and announcements as required

16.6.2.1.8. Facilitate communication between departments, ensuring timely dissemination of information

16.6.2.2. The Office Coordinator shall assist with the day-to-day operations of the TDSA office

16.6.2.2.1. Monitor and replenish office supplies, including stationery, kitchen supplies, and other necessities

16.6.2.2.2. Assist in maintaining office cleanliness and organization, including tidying communal areas and ensuring equipment is properly stored

16.6.2.2.3. Provides friendly guidance, reception and location information to visitors of the TDSA office(s)

16.6.2.3. The Office Coordinator shall a resource person for the organization

16.6.2.3.1. Assist the executive director in onboarding new employees, including preparing workstations and providing orientation materials

16.6.2.3.2. Coordinate logistics, including venue booking, food catering, vendor booking, event set up and audiovisual equipment setup

16.6.2.3.3. Collaborate with team members to address any administrative issues or concerns promptly

16.6.2.4. Assists with any other duties as assigned by the Executive Team and/or the Executive Director

16.6.2.5. Office Coordinator is accountable to the Executive Committee, and reports to the Executive Director

16.6.3. Office Coordinator Qualifications

16.6.3.1. Bachelor's degree with preference given to recent Trent University Durham graduates (Cannot be a current Trent/University Student)

16.6.3.2. Proven experience in administrative roles or office support roles

16.6.3.3. Proficiency in office software and applications, including Microsoft Office Suite (Word, Excel, Outlook)

16.6.3.4. Excellent communication skills, both written and verbal

16.6.3.5. Strong organizational and time-management abilities

16.6.3.6. An understanding of the university population

16.6.3.7. Ability to nurture a culture of inclusion

16.6.3.8. Discretion and professionalism when handling sensitive information

16.6.3.9. Excellent interpersonal skills and the ability to work effectively in a team environment

16.6.3.10. Adaptability and the ability to thrive in a fast-paced, student-driven environment

16.6.3.11. Valid Ontario driver's license and access to a vehicle an asset

16.6.4. Office Coordinator Working Conditions

16.6.4.1. Sitting for long periods of time;

16.6.4.2. Lift inventory boxes;

16.6.4.3. Ability to focus in lively work environments;

16.6.4.4. Additional responsibilities outside of working hours as necessary

16.6.5. Office Coordinator Benefits

16.6.5.1. Entitled to 10 paid and 10 unpaid days of vacation

16.6.5.2. Entitled to 5 paid sick days

16.6.5.3. Entitled to 5 paid personal days

16.6.5.4. Entitled to 5 paid short term disability days Entitled to 2 paid religious observance days

16.6.5.5. All other time off (i.e. bereavement, parental leave, court leave) can be found in TDSA's policy 4, Employment Guidelines

16.6.5.6. Staff health insurance coverage through TDSA's provider

16.6.5.7. Entitled to a Wellness Spending Account

16.6.5.8. Professional development opportunities

16.6.6. Office Coordinator Direct Reports

16.6.6.1. N/A

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.

16.7. Policy Analyst Overview

Job Title	Policy Analyst
Reports to	VPEA
Supervised by	Executive Committee
Compensation	$19.68/hour, 10 hours/ week
Start Date	**TBD**
End Date	**TBD**
Apply to	Send Applications and Cover Letters to jobs@mytdsa.ca

16.7.1. Job Purpose

16.7.1.1. To assist the VPEA in writing/editing a pre chosen Ontario Undergraduate Student Alliance (OUSA) policy paper

16.7.1.2. To assist the VPEA in developing and reviewing TDSA by-laws, policies, and stances

16.7.2. Duties and Responsibilities

16.7.2.1. Will work with the VPEA in the OUSA policy writing process

16.7.2.2. May be asked to join the VPEA and President at the OUSA GA

16.7.2.3. Will assist the President and VPEA in advocating for membership

16.7.2.4. The Policy Analyst may sit on the Organizational Review & Development Committee

16.7.2.5. May include research focus

16.7.2.6. Other duties as assigned

16.7.3. Qualifications

16.7.3.1. Previous policy writing experience an asset

16.7.3.2. Currently enrolled in undergraduate classes at Trent University with a home location of the Durham campus.

16.7.3.3. An asset to be receiving OSAP funding, meeting the OSAP definition of full-time (1.5 credits or 1.0 if registered with a disability), and have their enrollment and funding confirmed with

OSAP, their home province or territory, or their Band or education office.

16.7.3.4. Strong and articulate communication and writing skills

16.7.3.5. Articulate in communicating and advocating ideas verbally

16.7.3.6. Respectful in times of disagreement

16.7.3.7. Ability to listen well and report information accurately

16.7.3.8. Strong, independent worker and capable working cordially with others

16.7.3.9. Friendly personality, sociable and approachable

16.7.3.10. Must be willing and capable of taking the initiative

16.7.4. Working Conditions

16.7.4.1. Working hours are flexible

16.7.5. Policy Analyst Physical Requirements

16.7.5.1. N/A

16.7.6. Policy Analyst Direct Reports

16.7.6.1. N/A

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.

16.8. Events Coordinator Overview

Job Title	Events Coordinator
Reports to	VPCL
Compensation	$19.68/hour, 10 hours/week
Start Date	**TBD**
End Date	**TBD**
Apply to	Send applications and cover letters to jobs@mytdsa.ca

16.8.1. Events Coordinator Job Purpose

16.8.1.1. The Events Coordinator will be responsible for developing and running small weekly events in collaboration with the TDSA team.

16.8.2. Events Coordinator Duties and Responsibilities

16.8.2.1. The VPCL will delegate tasks to be completed by the Events Coordinator. These tasks may include, but not limited to:

16.8.2.1.1. Coordinating and developing small weekly events.

16.8.2.1.2. Assume a leadership role alongside the VPCL in the facilitation of other small and large scale events.

16.8.2.1.3. Collaborating with the VPCL in TDSA marketing and communications through social media and the TDSA website (mytdsa.ca) when needed, according to TDSA's marketing and communications strategy.

16.8.2.1.4. Creating promo materials for weekly events

16.8.2.1.5. Other duties as assigned.

16.8.3. Events Coordinator Qualifications

16.8.3.1. Currently enrolled in undergraduate classes at Trent University with a home location of the Durham campus.

16.8.3.2. An asset to be receiving OSAP funding, meet the OSAP definition of full-time (1.5 credits or 1.0 if registered with a disability), and have their enrollment and funding confirmed with OSAP, their home province or territory, or their Band or education office.

16.8.3.3. Strong and articulate communication and writing skills

16.8.3.4. Ability to use canva is an asset

16.8.3.5. Must be fluent and familiar with current social media platforms

16.8.3.6. Strong independent worker and capable working cordially with others

16.8.3.7. Friendly personality, sociable and approachable

16.8.3.8. Must be willing and capable of taking the initiative

16.8.4. Events Coordinator Working Conditions

16.8.4.1. Working hours are flexible

16.8.5. Events Coordinator Physical Requirements

16.8.5.1. N/A

16.8.6. Events Coordinator Direct Reports

16.8.6.1. N/A

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.

16.9. Marketing & Communications Assistant Overview

Job Title	Marketing & Communication Assistant
Reports to	TDSA President
Compensation	$19.68/hour, 10 hours/ week
Start Date	**TBD**
End Date	**TBD**
Apply to	Send applications and cover letters to jobs@mytdsa.ca

16.9.1. Marketing & Communications Assistant Job Purpose

16.9.1.1. The Marketing & Communications Assistant will be responsible for assisting the President with executing the marketing and communications strategy of the TDSA.

16.9.2. Marketing & Communications Assistant Duties and Responsibilities

16.9.2.1. Assist in the development of a TDSA Marketing and Communications Strategy.

16.9.2.2. Engage TDSA membership through various social media platforms as directed in tandem with the Vice President Campus Life

16.9.2.3. Help with TDSA events, campaigns, services, store promotions, surveys, etc. as assigned. This will include finding and developing content for monthly newsletters, creating IG stories/posts, and additional social media content production as assigned.

16.9.2.4. May include monitoring Social Media Accounts (such as Facebook and Instagram) in collaboration with the President.

16.9.2.5. Other duties as assigned

16.9.3. Marketing & Communications Assistant Qualifications

16.9.3.1. Currently enrolled in undergraduate classes at Trent University with a home location of the Durham campus.

16.9.3.2. An asset to be receiving OSAP funding, meet the OSAP definition of full-time (1.5 credits or 1.0 if registered with a disability), and

have their enrollment and funding confirmed with OSAP, their home province or territory, or their Band or education office.

16.9.3.3. Strong and articulate communication and writing skills

16.9.3.4. Must be fluent and familiar with current social media platforms

16.9.3.5. Graphic design skills and experience desired

16.9.3.6. Strong independent worker and capable working cordially with others

16.9.3.7. Friendly personality, sociable and approachable

16.9.3.8. Must be willing and capable of taking the initiative

16.9.4. Marketing & Communications Assistant Working Conditions

16.9.4.1. Working hours are flexible.

16.9.5. Marketing & Communications Assistant Physical Requirements

16.9.5.1. N/A

16.9.6. Marketing & Communications Assistant Direct Reports

16.9.6.1. N/A

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.

16.10. Chair of the Board of Directors Overview

Job Title	Chair of the Board of Directors
Reports to	Board of Directors
Salary Compensation	$3,484 gross yearly salary, paid bi-weekly
Expected Work Hours	15 hours/month with 50% of the hours being in office
Start Date	May 1st
End Date	April 30th
Apply to	jobs@mytdsa.ca

16.10.1. Chair of the Board of Directors Job Purpose

16.10.1.1. The Chair is responsible for overseeing the operations of the Board of Directors and ensuring that the Board of Directors acts in accordance with TDSA by-laws and policies. The Chair is a non-voting member of the Board of Directors. The Chair acts as a liaison between the Board of Directors and the Executive Committee.

16.10.2. Chair of the Board of Directors Duties and Responsibilities

16.10.2.1. Chair the Board of Directors Meetings.

16.10.2.2. Survey availability of Board Members to schedule Board of Director meetings.

16.10.2.3. Create semesterly schedules for Board of Director meetings.

16.10.2.4. Chair and moderate the Board of Directors Meetings in a timely, respectful and orderly manner using Robert's Rules as a template.

16.10.2.5. Ensure that the Board of Directors acts in accordance with TDSA By-Laws and Policies.

16.10.2.6. Ensure that decisions are taken and followed up with by the Board of Directors and executive committee.

16.10.2.7. Assist the executive director t in the training of the new Board of Directors.

16.10.2.8. Ensure all Board positions are filled.

16.10.2.9. Supervise interviews for Board positions conducted by the Executive for quality assurance and accountability.

16.10.2.10. Organizing board engagement initiatives, such as Board Socials, in collaboration with the administrative coordinator.

16.10.2.11. Receive and attend to grievances, complaints and failures to perform duties within the Board, the Executives, and between the Board and Executives. These may include, but are not limited to, failures to perform duties as outlined by Board of Directors and TDSA employee contracts; financial and office accountability audits; marginalization; exclusion; unfair treatment in Board Meetings; and/or conflict between members.

16.10.2.12. Refer complainants whose grievances or complaints extend beyond the expertise of the Chair to Student Affairs and Campus Security. These may include instances of sexual, physical, or verbal harassment. The Chair is still responsible for reporting these grievances to the Board of Directors for transparency and so that the Board may act appropriately in response to the reports.

16.10.3. Chair of the Board of Directors Qualifications

16.10.3.1. Current Trent University Durham-GTA student.

16.10.4. Chair of the Board of Directors Assets

16.10.4.1. Leadership Skills

16.10.4.2. Strong and articulate communication skills

16.10.4.3. Impartiality, fairness and the ability to respect confidences

16.10.4.4. Effective time management and organizational skills

16.10.4.5. Tact and diplomacy

16.10.4.6. Strong understanding of the roles/responsibilities of the Executive Committee

16.10.4.7. Friendly personality, sociable and approachable

16.10.5. Chair of the Board of Directors Working Conditions

16.10.5.1. Working hours are flexible

16.10.6. Chair of the Board of Directors Physical Requirements

16.10.6.1. N/A

16.10.7. Chair of the Board of Directors Direct Reports

16.10.7.1. N/A

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.

16.11. Chief Electoral Officer Overview

Job Title	*Chief Electoral Officer*
Reports to	Board of Directors
Salary Compensation	$19.68/hour
Expected Work Hours	10 hours/week
Start Date	**TBD**
End Date	**TBD**
Apply to	jobs@mytdsa.ca

16.11.1. Chief Electoral Officer Job Purpose

16.11.1.1. The Chief Electoral Officer will be responsible for the oversight and execution of the TDSA elections to ensure compliance with all TDSA By-Laws and policies.

16.11.2. Chief Electoral Officer Responsibilities

16.11.2.1. Work will consist of holding all candidate meetings, verifying candidate packages, reviewing all submissions, and following election procedures with support from the TDSA Office.

16.11.2.2. The Chief Electoral Officer will uphold the values and expectations of the TDSA while actively engaging and encouraging the membership throughout the election process.

16.11.2.3. The Chief Electoral Officer will enforce election and referendum rules, deliver election and referendum results, and properly advertise all elections and referendums.

16.11.2.4. The Chief Electoral Officer will be part of the hiring committee for the Chair of the Board of Directors

16.11.2.5. Other duties as assigned.

16.11.3. Chief Electoral Officer Qualifications

16.11.3.1. Currently enrolled in undergraduate classes at Trent University with a home location of the Durham campus.

16.11.3.2. Cannot be running in the TDSA election

16.11.3.3. Will not be eligible to apply for chairperson while in the Chief Electoral Officer position

16.11.3.4. Preference will be given to those with experience in elections, TDSA, and governance

16.11.4. Chief Electoral Officers Assets

16.11.4.1. Leadership Skills

16.11.4.2. Strong and articulate communication skills

16.11.4.3. Impartiality, fairness and the ability to respect confidences

16.11.4.4. Effective time management and organizational skills

16.11.4.5. Tact and diplomacy

16.11.4.6. Strong understanding of the roles/responsibilities of the TDSA Elected positions

16.11.4.7. Friendly personality, sociable and approachable

16.11.5. Chief Electoral Officer Working Conditions

16.11.5.1. Working hours are flexible

16.11.6. Chief Electoral Officer Physical Requirements

16.11.6.1. N/A

16.11.7. Chief Electoral Officer Direct Reports

16.11.7.1. N/A

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.

16.12. Executive Assistant

Job Title	Executive Assistant
Reports to	Executive Director
Compensation	$19.68/hour, 10 hours/week
Start Date	**TBD**
End Date	**TBD**
Apply to	Send Resumes and Cover Letters to jobs@mytdsa.ca

16.12.1. Job purpose

16.12.1.1. The Executive Assistant will provide administrative support to the TDSA Team. The individual will also be responsible for developing and running small weekly events in collaboration with the TDSA team.

16.12.2. Duties and responsibilities

16.12.2.1. The Executive Director and Student Executives will assign tasks to be completed by the Executive Assistant. These tasks may include, but are not limited to:

16.12.2.1.1. Organizing the TDSA rack and shelf, processing sales for the rack and shelf, and updating the inventory of the rack and shelf

16.12.2.1.2. Screening emails to ascertain the level of urgency before passing them over to the appropriate person

16.12.2.1.3. Any other administrative tasks as reasonably assigned

16.12.2.2. The VPCL will delegate tasks to be completed by the Executive Assistant. These tasks may include, but are not limited to:

16.12.2.2.1. Coordinating and developing small weekly events,

16.12.2.2.2. Assuming a leadership role alongside the VPCL in the facilitation of other small and large-scale events,

16.12.2.2.3. Collaborating with the VPCL in TDSA marketing and communications through social media and the TDSA website when needed according to TDSA's marketing and communications strategy,

16.12.2.2.4. Other duties as assigned.

16.12.3. Qualifications

16.12.3.1. Currently enrolled in undergraduate classes at Trent University with a home location of the Durham campus.

16.12.3.2. An asset to be receiving OSAP funding, meet the OSAP definition of full-time (1.5 credits or 1.0 if registered with a disability), and have their enrollment and funding confirmed with OSAP, their home province or territory, or their Band or education office.

16.12.3.3. Strong and articulate communication and writing skills.

16.12.3.4. Must be fluent and familiar with current social media platforms.

16.12.3.5. Strong independent worker and capable of working cordially with others.

16.12.3.6. Excellent planning, organizational, and time management skills

16.12.3.7. Demonstrated experience working with confidential information

16.12.3.8. Friendly personality, sociable and approachable.

16.12.3.9. Must be willing and capable of taking initiative.

16.12.4. Working Conditions

16.12.4.1. Working hours are flexible

16.12.5. Physical Requirements

16.12.5.1. N/A

16.12.6. Direct Reports

16.12.6.1. N/A

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.

16.13. University Affairs Associate

Job Title	University Affairs Associate
Reports to	President
Compensation	$19.68/hour, 10 hours/week
Start Date	**TBD**
End Date	**TBD**
Apply to	Send Resumes and Cover Letters to jobs@mytdsa.ca

16.13.1. Job purpose

16.13.1.1. The University Affairs Associate will be responsible for assisting the President in advocacy at the University level.

16.13.2. Duties and responsibilities

16.13.2.1. Will work with the President to prepare for:

16.13.2.1.1. Senate

16.13.2.1.2. Senate and other University Committees

16.13.2.1.3. Meetings with University Administration

16.13.2.1.4. Other initiatives

16.13.2.2. This role will also support other aspects of the President's portfolio when needed.

16.13.2.3. This role will include a strong research focus.

16.13.2.4. Will advise the President, the other student executives, and any relevant stakeholders on matters related to the TDSA's interaction with Trent Administration.

16.13.2.5. Will conduct necessary research on issues affecting the student body at Trent Durham.

16.13.2.6. Will performs other duties as assigned by the President.

16.13.3. Qualifications

16.13.3.1. Currently enrolled in undergraduate classes at Trent University with a home location of the Durham campus.

16.13.3.2. Must not be an employee of the University while in this role.

16.13.3.3. Research skills required.

16.13.3.4. Understanding of Trent University governance and policies an asset.

16.13.3.5. An asset to be receiving OSAP funding, meet the OSAP definition of full-time (1.5 credits or 1.0 if registered with a disability), and have their enrollment and funding confirmed with OSAP, their home province or territory, or their Band or education office.

16.13.3.6. Strong and articulate communication and writing skills.

16.13.3.7. Strong independent worker and capable of working cordially with others.

16.13.3.8. Friendly personality, sociable and approachable.

16.13.3.9. Must be willing and capable of taking initiative.

16.13.4. Working Conditions

16.13.4.1. Working hours are flexible

16.13.5. Physical Requirements

16.13.5.1. N/A

16.13.6. Direct Reports

16.13.6.1. N/A

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.