



Vice President Students

Role, Duties and Description

JOB DESCRIPTION

The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving our UFV student members. The SUS manages the Student Union Building and facilitates a number of services such as the UFV Shuttle Bus, food services, student advocacy, financial aid, events, in addition to clubs and associations support. As the official representative body of UFV students our mission is to create a strong, unified student voice and to provide innovative and valuable services to its members by advocating on behalf of and collaborating with the Student Body, UFV, and the community.

Work Schedule: Minimum 30 hours weekly, of which a minimum of 22 hours must be done at UFV

Reporting to: President & SUS Board of Directors

POSITION DESCRIPTION

The Vice President Students is a public-facing role involved in student programs and development within UFV, and with frequent collaboration with various partners in post-secondary education. The Vice President Students provides guidance to Club and Association Executives while taking part in their meetings and events and works closely with the SUS staff who are responsible for event management, event risk management, volunteer recruitment, purchasing, and program/event marketing. The Vice President Students is responsible for managing the Nimbus tutoring program. The position must be filled by a current student of UFV who will be enrolled in at least one three-credit course in the Fall and Winter semesters.

Note: This is an intensive and demanding role, which requires complete commitment for the entire term of office.

RESPONSIBILITIES AND DUTIES OF THE VICE PRESIDENT STUDENTS

The Vice President Students has specific responsibility for a variety of functions, including but not limited to the following:

- Represent SUS on various University committees connected with student programming.
- Represent the SUS to local community groups and partners where there are opportunities for collaboration in the provision of educational and wellness programming.





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- Keeping Clubs and Associations up to date with SUS activities and policies as well as, maintaining a relationship with C&A executives.
- Provide strategic oversight as to the Society's programming and events using the "wellness wheel" and CAS learning outcomes as a guide for the type of programs and events being offered by SUS.
- Assist the Executive Director in determining the allocation of programming and event funds in the SUS's annual budget.
- Work to develop engagement and interaction with the membership in general, and oversee the execution of elections or referenda.
- Provide strategic direction to staff managing the tactical execution of programs and events.
- Assume the duties of the President for absences of less than one week; and
- Perform other duties, as may be required for the Society to achieve its mission, vision, and goals.

GENERAL RESPONSIBILITIES AND DUTIES OF THE EXECUTIVE:

The Vice President Students, in conjunction with other Executives, has responsibility for a variety of functions, including but not limited to the following:

- To oversee the day-to-day operations, administration, and management processes of the Society in conjunction with the Executive Director;
- Develop individual Executive Goals Plans in accordance with the SUS Strategic Plan and the approved SUS Annual Budget, and ensure the completion of all goal plan items;
- Provide a report of recent activities to the Board at each Board meeting, including all significant information which may affect the Society operations or its Membership, and all portfolios under the Executive's position;
- Present an annual end-of-term report to the Board before leaving office;
- Act as a liaison between the Society staff and the Board, and prepare any reports on office staff matters;
- Sit on the Executive Committee;
- Continually review strategic and other plans of the Society, ensure completion of benchmarks, and revise as appropriate;
- Act as a signatory for the Society on official documents, contracts, and other matters;
- Coordinate the investments of the Society; with the Executive Director;





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- Provide input regarding programming and events to the SUS annual operating budget generated by the Executive Director for presentation to and approval by the Board;
- Keep current on the goals, concerns, and needs of the Membership, including education trends and other matters which may affect the Membership in the future;
- Maintain, develop, foster, relationships with UFV and other partners in post-secondary education;
- Perform critical analysis of UFV, or other institutions involved in post-secondary education
- Transition the incoming Executive in accordance relevant governing policy and procedures.

ASSETS

- Familiarity with SUS & UFV policies and procedures;
- Prior experience in advocacy campaigns particularly those supporting university students;
- A working knowledge of finances and budgeting
- Professional work ethic, exercising of good judgement, tact, initiative, and high degree of professionalism;
- Must work with and treat all people respectfully and equally;
- Willingness to learn and develop professional skills;
- Excellent written and oral communication, large-scale public speaking;
- Personable nature, able to interact with many different character types;
- Highly organized and attentive to detail;
- Ability to effectively supervise and manage staff and volunteers, and assess performance;
- Strong critical thinking and logic-based decision analysis;
- Ability to adapt and react to changing goals and environments;
- Working both independently and cooperatively as part of a team;
- Consistent work ethic throughout the entire year, and committed to remaining in the position for the entire year;
- Able to maintain confidentiality of sensitive information; and
- Working knowledge of the Microsoft Office suite.





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PREFERRED

- Prior training or education in student affair issues in the areas of leadership development, student development theory, student wellness issues and programs, student accessibility needs, and campus sexual violence issues and mitigation programs;
- Prior training or education or lived experience regarding cultural fluency, diversity programming, gender equality, LGBTQ2 programming, and programming for first generation students and indigenous students.

