

JOB DESCRIPTION

Senator



Job Title:	Student Senator	Job Category:	Director
Department/Group:	UWSA	Reports to:	UWSA Members & U of W Senate
Location:	University of Windsor – CAW Centre		
Level/Salary Range:		Position Type:	Volunteer
HR Contact:	Maria Hamilton General Manager	Date posted:	
Internal posting URL:	UWSA@uwindsor.ca	Travel Required:	

Applications/Nominations Accepted By:

The Chief Returning Officer at the time an Election is called.
Nomination Papers will be submitted to the CRO during the Election Process.

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ROLE AND RESPONSIBILITIES

The University of Windsor Senate is responsible for oversight of academic matters. This includes, but is not limited to, academic policy, admission requirements, program regulations, program development, and student discipline system. Senate also has bylaws and policies that guide activities. Student senators sit as the UWSA representatives to the university senate and are held to the same standards and expectations as all other members of the senate.

See : <http://www.uwindsor.ca/secretariat/7/senate> for more information

In addition senators are also listed as Board of Directors to the UWSA. They have a duty to manage the organization honestly, in good faith, and in the best interest of the members while using the care and diligence of a reasonably prudent person. In fulfillment of the foregoing and without limiting the generality thereof, the Student Senators shall

- Must attend all regularly scheduled meetings University of Windsor senate meetings (second Friday of each month) ;
- Must not miss more than five (5) meetings of the Board and or committees in total or three (3) consecutive board meetings, in their time in office.
- Must serve on at-least one (1) UWSA Committee;
- Must advocate, represent and present the views of the members of the UWSA to the University of Windsor Senate and its committees;
- Must assist in the development of policies and engage in debate and implementation of them;
- Must be the UWSA representative on the University of Windsor Senate advocating for all members;
- Must work with the Vice President Student Advocacy in furtherance of policies and advocacy for the members;
- Must serve on the Student Advocacy Committee;
- Must ensure all individuals and bodies are operating in accordance with the Constitution and By-laws of the UWSA.

POLICIES AND RESOLUTIONS

- Be vested with all other duties and privileges of a Director and officer, to the extent that they do not conflict with the foregoing provisions;
- Seek to meet with and engage students on issues that affect them at all times;

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QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be a member of the UWSA
- Must be in good standing with the University of Windsor and the UWSA
- Must not be a removed member from the Director or Executive office within the preceding twelve (12 months)
- Must not hold an official position with an external student association not sanctioned by the UWSA
- Must not currently hold a position within a media outlet
- Must be eighteen (18) years of age
- Must not have bankruptcy status
- Must not be a current employee within the UWSA

PREFERRED SKILLS

- Excellent multi-tasking and prioritization skills
- Adaptive to new and changing environments
- Professional written and verbal communication skills
- Strong analytical and critical thinking skills
- Professionalism to communicate with the faculty and administration of the University of Windsor and the UWSA
- Ability and flexibility to attend all senate and UWSA board meetings.

ANTICIPATED LEARNING OUTCOMES

A Senator should expect to gain hands-on experience in an influential leadership role and strategic role to further promote academic excellence at the University of Windsor.

In addition, the Senator may expect opportunities to use and develop skills in the following (but not limited to) areas:

- Leadership and Team Management Skills
- Communication and listening skills with various stakeholders
- Policy development
- Interpersonal skills and decision making skills
- Multi-tasking skills

Members Signature:		Date:	
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