

JOB DESCRIPTION

Vice President Student Advocacy



Job Title:	Vice President Student Advocacy	Job Category:	Officer
Department/Group:	UWSA	Reports to:	President/Board of Directors
Location:	University of Windsor – CAW Centre		
Level/Salary Range:		Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
HR Contact:	Maria Hamilton General Manager	Date posted:	
Internal posting URL:	UWSA@uwindsor.ca	Travel Required:	Yes

Applications/Nominations Accepted By:

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

Job Description

ROLE AND RESPONSIBILITIES

Be responsible for the academic, advocacy and external functions engaged in by the UWSA. In fulfillment of the foregoing and without limiting the generality thereof, the Vice-President Student Advocacy:

- Meet regularly with the President to discuss matters arising under this portfolio
- Be responsible for UWSA functions involving advocacy and external matters
- Liaise with federal, provincial and municipal politicians, and other civil servants
- Work with any post –secondary student and advocacy organization to which the UWSA belongs
- Advocate, lobby, and work with labour and faculty unions on campus to enact change and better services on campus
- Provide leadership, organization and support to the Student Senators in;
 - Addressing issues of the day that limit the abilities of students to pursue a degree at the university, such as post-secondary funding, tuition, OSAP and other loans, scholarships, bursaries, and student housing;
 - engaging University of Windsor personnel and bodies relating to academic matters including , but not limited to;
 - The Provost,
 - Vice-Provost Students;
 - Registrar;
 - Deans, Faculty and Department Councils;
 - Senate and its Committees, and;
 - Co-op Education Office.
- Must take direction from Board on all issues of their portfolio that are of a primarily academic nature, unless specifically tasked otherwise
- Serve on the Board of Directors
- Serve on the Judicial Panel as the University of Windsor Student Representative
- Serve on the Scholarship Committee of the UWSA
- Serve on the Student Advocacy Committee of the UWSA
- Serve on the Executive Committee of the UWSA

JOB DESCRIPTION

Vice President Student Advocacy



POLICIES AND RESOLUTIONS

- Provide leadership and organizational support to all Student Senator
- Attend all meetings of the Senate along with Student Senators
- Serve as a non-voting, ex-officio Member on all UWSA bodies except where specially and explicitly stated otherwise in the Constitution or By-laws
- 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
- Create a transition manual for the incoming Vice-President Student Advocacy
- Train and advise the incoming Vice-President Student Advocacy

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 an Executive of any University of Windsor Society
- 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 have legal authority to be employed full-time in the province of Ontario
- Must not have bankruptcy status

PREFERRED SKILLS

- A strong passion to advocate for UWSA members
- Excellent multi-tasking and organizational 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, the UWSA and various stakeholders

ANTICIPATED LEARNING OUTCOMES

The VP Student Advocacy should expect to gain a hands-on experience in an influential leadership and strategic role in the UWSA to further promote academic excellence at the University of Windsor. In addition, the VP Student Advocacy may expect opportunities to use and develop skills in the following (but not limited) areas:

- Leadership and Team Management skills
- Crisis management
- Communication with various stakeholders
- Ability to deal in high pressure environments
- Interpersonal skills and decision making skills
- Multi-tasking skills

Members Signature:		Date:	
-----------------------	--	-------	--