

JOB DESCRIPTION

Vice President Student Services



Job Title:	Vice President Student Services	Job Category:	Officer		
Department/Group:	UWSA	Reports to:	President/Board of Directors		
Location:	University of Windsor – CAW Centre				
Level/Salary Range:		Position Type:			
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 during the Election process.					
Job Description					
ROLE AND RESPONSIBILITIES					
Shall administer and supervise UWSA activities that serve and engage the student population. In fulfillment of the foregoing and without limiting the generality thereof, the Vice-President Student Services shall:					
<ul style="list-style-type: none"> Meet regularly with the President to discuss matters arising under this portfolio. Provide leadership, organization and support to UWSA Coordinators including but not limited to <table border="1" data-bbox="263 997 1421 1205"> <tr> <td> <ul style="list-style-type: none"> Afrofest Coordinator Peer Support Center Shinerama Campus Food Pantry </td> <td> <ul style="list-style-type: none"> Walksafe Coordinator Womyn’s Centre Pride Centre Coordinator </td> </tr> </table> 				<ul style="list-style-type: none"> Afrofest Coordinator Peer Support Center Shinerama Campus Food Pantry 	<ul style="list-style-type: none"> Walksafe Coordinator Womyn’s Centre Pride Centre Coordinator
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<ul style="list-style-type: none"> Advocate and collaborate with representatives of the University of Windsor to promote and further student life, including but not limited to: <table border="1" data-bbox="263 1323 1421 1449"> <tr> <td> <ul style="list-style-type: none"> Windsor Welcome Week Committee Residence Life Committee </td> <td> <ul style="list-style-type: none"> Food Services </td> </tr> </table> 				<ul style="list-style-type: none"> Windsor Welcome Week Committee Residence Life Committee 	<ul style="list-style-type: none"> Food Services
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<ul style="list-style-type: none"> Be responsible for ensuring the UWSA Website, and all UWSA Social Media accounts are up to date, and accurately reflect the current on goings of the organization. Be the primary UWSA representative for Welcome Week and Frost Week organization. Serve on Multi-Faith Space committee Organize and administer the UWSA Awards Banquet 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 Policy Management Board Serve on the Student Services Committee of the UWSA Serve on the Executive Committee of the UWSA. 					

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Vice President Student Services



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
- Create a transition manual for the incoming Vice-President Student Services
- Train and advise the incoming Vice-President Student Services

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 status of bankruptcy

PREFERRED SKILLS

- Genuine passion for students and the UWSA
- Excellent interpersonal skills
- Event Planning and execution
- Initiative, vision and execution for exploring student engagement initiatives for the UWSA
- Solid awareness and belief with respect to issues including legality, safety, and equity
- Strong organizational skills, and project management skills
- Excellent communications skills; professional email/phone correspondence
- Website and social media management

ANTICIPATED LEARNING OUTCOMES

The VP Student Services should expect to gain a hands-on experience in an influential leadership and project management role as well exercise acumen in decision making. In addition, the VP Student Services may expect opportunities to use and develop skills in the following (but not limited) areas:

- Team Management skills
- Effective Time Management skills and Organizational skills
- Understanding of academic landscape, policies and procedures
- Professionalism

Members Signature:		Date:	
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