

# University of Saskatchewan Students' Union

## Position Profile

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| <b>Role:</b>         | Vice President (Student Affairs)   |
| <b>Reporting to:</b> | President  |
| <b>Liases To:</b>    | University of Saskatchewan Undergraduate Students<br>Other Executive Members<br>USSU Centres<br>Sustainability Committee<br>International Student Affairs Committee<br>Student Affairs Committee |

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### ***Position Summary:***

The Vice President (Student Affairs) is an elected position responsible for non-academic and non-governmental affairs involving students. These include sustainability, housing, on and off campus parking, security, safety, health, sexual violence, childcare, equity, Access and Equity Services, and internationalization on campus. The VP Student Affairs is also responsible for the Health and Dental Plan, as well as all USSU Centres (Women's Centre, Pride Centre, Food Centre, Help Centre, Safewalk and Student Crew).

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### ***Qualifications:***

#### ***Education:***

- Must be a current undergraduate student at the University of Saskatchewan
  - Grades and tuition must remain in good standing
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### ***Key Accountabilities:***

- Report meeting minutes from Student Affairs Committee, Sustainability Committee, and International Student Affairs Committee to University Students' Council (USC)
- Ensure that USSU services are meeting the non-academic needs of students
- Be informed of current non-academic issues facing students
- Hold regular office hours
- Follow the Executive Protocol Policy

### ***Key Responsibilities:***

- Attend annual USSU Retreat
- Attend weekly Executive Committee meetings
- Present weekly accountabilities to the Executive for USC
- Attend University Students' Council (USC) meetings
- Attend the USSU Annual General Meeting and any Special General Meeting

- Coordinate and chair the Student Affairs Committee meetings
- Coordinate and chair the International Student Affairs Committee
- Coordinate and chair the Sustainability Committee meetings
- Vice Chair Budget and Finance Committee meetings
- Vice Chair Academic Affairs Committee meetings
- Attend USSU Centres' meetings
- Attend monthly President's Breakfast Meeting
- Attend meetings of the Association of Constituency Presidents
- Attend Centres' Volunteer Orientation Training Retreat (VOTR)
- Volunteer regularly at the Centres (recommended for all executive members) – Especially during special events such as Trick or Eat, Take Back the Night, etc. and during campaigns ex. Mental Health Awareness Week, Pro-Choice Awareness Week, Ally Week, etc.
- Attend monthly breakfasts with the President of the University
- Attend and/or present at Experience US, University Orientation, and International Student Orientation
- Attend Association of Constituency Presidents' meetings
- Responsible for Bike Tool Rental Service and the Bike Repair Stand
- Plan various one-day events to engage with students
- Coordinate the Designated Parking Program (with help from Parking Services)
- Work with the U of S Office of Sustainability on Campus Sustainability Day/Week
- Work with the Peer Health Educators on Hike Bike and Roll (September)
- Work with the Peer Health Educators to collaborate on events (such as Stress-less, an event hosted during exams to help promote healthy methods of de-stressing)
- Attend University Council
- Attend University Student Forum
- Attend USSU Childcare Board meetings
- Attend Student Leadership Conference
- Attend non-academic Student Appeals as necessary to ensure protection of student rights
- Attend Provost's Advisory Committee on Sexual and Gender Diversity Issues meetings
- Attend U of S Sexual Assault Awareness Committee meetings
- Attend conferences that pertain to the VP Student Affairs portfolio when/if appropriate
- Chief liaison to WUSC (World University Services of Canada)
- Attend monthly USSU Financial Review meetings
- Sit as a member of the hiring committee, as needed, for various employee and management interviews
- Plan and coordinate different events around campus to make various student issues visible and to further engage students in non-academic student life

*Last Updated: April 26, 2019*