



## **JOB POSTING**

**The University of Saskatchewan Students' Union  
Is accepting applications for:**

### **Academic and Governance Assistant**

(Part-time/one year term with the possibility to reapply for a second term)

The USSU is seeking a student assistant to provide support to the Executive as the Academic and Governance Assistant, working with the VP Academic Affairs on academic grievances, Teaching Excellence nominations, and Experience in Excellence Awards, to transcribe minutes from recordings of University Student Council, executive meeting minutes, prepare University Student Council packages, and to support front office staff. Reporting to the Communications and Marketing Manager, the Academic and Governance Assistant is responsible for the following:

- Provide clerical support for the Executive and University Students' Council including transcribing all minutes and preparation/distribution of weekly USC packages;
- Send the University Students' Council package out on time, without exception;
- Act as a contact in mediating student academic and non-academic grievances with faculty and administration at the University of Saskatchewan in conjunction with the Vice President Academic Affairs and Vice President Student Affairs;
- Provide accurate information on grievance procedures and remedies for each grievance;
- Maintain excellent organized and confidential files regarding grievances;
- Prepare Annual General Meeting and Special General Meeting agendas and minutes and provide accurate copies of the Bylaw for the website;
- Conduct research on behalf of the Executive as required;
- Assist with Teaching Excellence nominations, including conducting some of the surveys, scheduling others for surveys, and tabulating surveys;
- Assist with organizing the Experience in Excellence Awards;
- Assist with the Undergraduate Project Symposium;
- Act within the mandate of the Students' Union;
- Maintain regular office hours that creates easy accessibility for stakeholders;
- Obtain and update Academic Policies for the University and each of its colleges;
- Sit on the Academic Affairs Committee as a non-voting member;
- Update all USSU Policies as required;
- Identify, support, and refer issues to appropriate departments when necessary;
- Assist with front office/reception duties as required;
- Other duties as required.

#### **Knowledge, Skills & Requirements**

- Must be a current undergraduate student at the University of Saskatchewan
- Thorough knowledge of the Students' Union and University of Saskatchewan departments, services, activities, and policies, especially as they relate to academic issues
- Familiarity with the University's Academic and Non-Academic Policies & Procedures
- Excellent typing and transcribing skills
- Familiarity with Robert's Rules
- Understanding of equity, diversity and inclusion with considerable knowledge regarding lived experiences of students with diverse identities (including but not limited to disabilities, sexualities, genders, race, religions, ethnicities)

- Ability to work independently and in a team environment
- Excellent organizational and time management skills
- Approachable and cooperative in a demanding environment
- Ability to be impartial and unbiased
- Ability to demonstrate initiative and discretion
- Excellent communication and comprehension skills: verbal, auditory, and written
- Strong interpersonal skills and a demonstrated ability to direct, facilitate, and build relationships with key contacts
- Proficiency in Microsoft Office, and Google)

This position is a part-time, term position (with the possibility for a second term), working 15 hours per week May-August, and 20 hours per week September-April. Applicants must be current undergraduate students at the University of Saskatchewan.

Please email your cover letter and resume by March 8, 2023 to:

Jason Ventnor  
Communications and Marketing Manager  
University of Saskatchewan Students' Union  
Email: [communications@ussu.ca](mailto:communications@ussu.ca)

We thank all candidates, but only those selected for an interview will be contacted.