

University of Saskatchewan Students' Union

Position Profile

Role:	Vice President Student Affairs
Reporting to:	President
Liases with:	University of Saskatchewan Undergraduate Students Executive Members USSU Centres Sustainability Committee International Student Affairs Committee Student Affairs Committee USSU Senior Management

Position Summary:

The Vice President Student Affairs is an elected position responsible for non-academic and non-governmental affairs involving students. These include sustainability, on and off housing and campus parking, security, safety, health, sexual violence, childcare, equity, access and equity, and internationalization on campus. The VP Student Affairs is also responsible for the Health and Dental Plan, as well as the USSU Centres.

Qualifications:

Education:

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

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 and the Executive Terms of Employment Policy
-

Key Responsibilities:

Responsibility Relating to University/Institutional Obligations

- Work with the U of S Office of Sustainability
- Work with appropriate departments in addressing student issues/concerns; such as: Residence, Peer

- Health, Protective Services, Parking Services, etc.
- Attend Provost's Advisory Committee on Sexual and Gender Diversity Issues
- Attend U of S Sexual Violence Awareness Committee meetings
- Attend regular meetings with Usask Administration
 - President's Executive Committee (PEC)
 - Provost, Vice-Provost, Deputy Provost, and other appropriate administrators.
- Contribute to university working groups and search committees relating to the VP Student Affairs portfolio
- Attend University Orientation, Indigenous Student Orientation, International Student Orientation, and other student orientations as decided by the Executive Committee.

Responsibilities Relating to USSU Governance and Executive Membership

- Attend annual USSU Retreat
- Attend weekly Executive Committee meetings
- Present weekly accountabilities to the Executive for USC
- Attend University Students' Council (USC)
- Attend the USSU Annual General Meeting and any Special General Meeting
- Coordinate and chair the Student Experience Committee
- Coordinate and chair the International Student Advisory Committee
- Coordinate and chair the Sustainability Committee
- Attend USSU Centres meetings
- Attend monthly President's Breakfast Meeting
- Attend meetings of the Association of Constituency Presidents
- Attend USSU Childcare Board meetings
- Attend monthly USSU Financial Review meetings
- Sit as a member of the hiring committee, as needed, for various employee and management interviews

Responsibility related to Students non-academic affairs

- Attend Centre Volunteer Orientation Training Retreat (VOTR)
- Volunteer regularly at the Centres – Especially during special events such as Trick or Eat, Take Back the Night, and during campaigns ex. Mental Health Awareness Week, Pro-Choice Awareness Week, Ally Week
- Responsible for Bike Tool Rental Service and the Bike Repair Stand
- Coordinate the Designated Parking Program (with help from Parking Services)
- Attend University Council
- Attend University Student Forum
- Attend Student Leadership Conference
- Attend non-academic Student Appeals as necessary to ensure the protection of student rights
- Attend conferences that pertain to the VP Student Affairs portfolio when/if appropriate
- Chief liaison to WUSC (World University Services of Canada)
- Plan and coordinate different events around campus to make various student issues visible and to further engage students in non-academic student life