UNIVERSITY OF SASKATCHEWAN STUDENT’S UNION
Position Profile

Role: Academic and Governance Assistant

Reporting to: Communications & Marketing Manager

Liaison to: USSU Executive
USSU Staff
Relevant U of S Departments
Undergraduate Students

Position Summary

The University of Saskatchewan Students’ Union exists to represent, serve and support the academic and non-academic needs of undergraduate students of the University of Saskatchewan through accountable, dynamic and unified leadership. It also serves to protect and maintain the integrity of quality, accessible public education.

Reporting to the Communications & Marketing Manager, the Academic and Governance Assistant (AGA) works closely with the executive to ensure their support needs are met. All University Students' Council, Executive, and Committee minutes and meeting agendas are prepared and disseminated in the manner required by Section 26(6) of the Bylaw.

The Academic and Governance Assistant also provides primary support to the Vice-President of Academic Affairs to help students with academic grievances. The AGA is responsible for supporting other executive members as needed and the front office as required.
Qualifications

Education:

• Current University of Saskatchewan undergraduate student

Knowledge & Skills:

• 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 in
• 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, Google, and Adobe Creative Cloud)

Experience:

• Experience in conflict resolution
• Experience working with diverse individuals, often in stressful situations
• Experience working with rigid deadlines

Key Responsibilities

• 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.

Key Accountabilities

• Maintain open and functional communication with the Executive and be prepared to assist them as requested with research projects, booking meetings, securing guests or USC, and other tasks as needed;
• Maintain an easily accessible tracking system for grievances to include types and numbers of grievances dealt with on a daily/weekly/monthly basis;
• Maintain appropriate records of all minutes;
• Maintain clear and thorough records of Experience in Excellence Awards;
• Prepare a comprehensive year-end report on the activities, issues, and recommendations for this position and review this report with the Executive.