



Position Profile

Role: Vice-President Student Affairs

Reporting to:

- University Students' Council
- USSU Executive Committee

Liases with:

- University of Saskatchewan Undergraduate Students
- Executive Members
- USSU Centres
- Student Life and Sustainability Committee
- International Student Advisory Committee
- University Community
- 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, student housing, campus parking, safety, health, sexual violence prevention, childcare, access and equity, and internationalization. The VP Student Affairs works with the Health and Dental Plan and 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 the Student Life and Sustainability Committee and the International Student Advisory 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:

Responsibilities Relating to University Obligations

- Work with the University Office of Sustainability.
- Work with University Protective Services.
- Work with Residence.
- Work with Peer Health.
- Work with Parking and Transportation Services.
- Work with International Student and Study Abroad Centre.
- Attend Provost's Advisory Committee on Sexual and Gender Diversity Issues.
- Attend regular meetings with University Administration.
 - President's Executive Committee.
 - 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 Orientations.

Responsibilities Relating to USSU Governance and Executive Membership

- Attend weekly Executive Committee meetings.
- Present weekly accountabilities to the Executive for USC.
- Attend University Students' Council.
- Attend the USSU Annual General Meeting and any Special General Meeting.
- Coordinate and chair the International Student Advisory Committee.
- Coordinate and chair the Student Life and Sustainability Committee.
- Attend USSU Centres meetings.
- Attend meetings of the Association of Constituency Presidents.
- Attend USSU Childcare Board meetings.
- Sit as a member of the hiring committee for the Centres.

Responsibilities Relating to Student Affairs

- Attend Centre Volunteer Orientation Training Retreat (VOTR).
- Volunteer regularly at the Centres – especially during events.
- Coordinate the Designated Parking Program (with Parking Services).
- Attend University Council.
- Attend conferences that pertain to the VP Student Affairs portfolio when/if appropriate.
- 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: March 12, 2026