

## Title: Vice President Student Life

### Purpose:

The Vice President Student Life develops intentional programming and collaborations between student support units to build community and ensure students have events that are engaging and promote healthy student life. They produce the Student Union events for Fall, and Winter orientations, and collaborate with the Orientation and Student Experience Committees to elevate student voices. They also oversee all society event approval and funding requests.

### Job Classification:

Executive

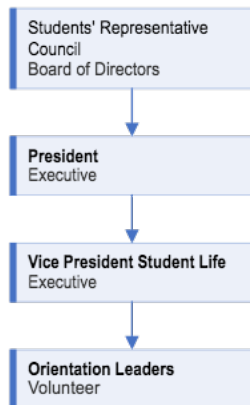
### Compensation:

This position is compensated with hourly wages at the Nova Scotia Minimum wage plus 24%.

This position is part-time, with a maximum of 25 hours per week. Reading weeks, winter break, and non-statutory holidays are all unpaid time off unless otherwise stated in the employee handbook.

### Reporting and Supervision:

This position reports to the president and supervises the orientation leaders.



### Duties and Responsibilities:

#### *Essential Duties*

Complete and submit space requisition forms for union and society events as needed, in a timely way. This includes discussing the needs of the event (time, location, food, type of event etc), ensuring space is available for booking, and collaborating with conference services to ensure the event is well organized. Collaborate with the Food Beverage and Activities Manager, and Rook staff to coordinate event planning and scheduling. This includes meeting at least weekly with Rook staff to review event plans.

Meet at least monthly with the Associate Vice-President Student Experience to informally communicate areas of concern, identify areas for collaboration and seek mentorship.

Keep and cause to be kept records of Union activities and correspondence.

Perform all duties and responsibilities in keeping with the Union Constitution, By-Laws, and policies (Including the university's Harassment and Discrimination Policy).

Meet regularly with the Vice President Communications to ensure there is an effective promotional strategy and schedule for all events.

### *Other Duties*

Prepare a comprehensive training/onboarding plan for their successor, which includes a summary of all aspects of the position profile, ongoing projects and key contacts. This involves keeping the moodlecloud training course up to date and providing relevant information on the position's details to the incoming person. The training/onboarding plan must include at least 25 contact hours, which the incoming person must complete.

Set regular hours of work and publish them on the office door, attending work in person during those hours as much as possible.

Prioritize meetings with students, to ensure meetings occur in a timely and mutually agreeable way.

Attend and participate actively in COCA National, and use the knowledge gained at this conference as professional development, applying it to all applicable aspects of this role. This includes taking detailed notes, attending each roundtable discussion, and providing a sort written and oral report to the Executive and council.

### *Key Responsibilities*

Plan and execute the fall and winter orientation weeks. This includes creating a budget for the week and overseeing the development and sales of orientation kits. Ensure that orientation leaders and assistants are recruited in sufficient numbers, adequately trained and prepared for their roles. Communication with all stakeholders involved in orientation week is also a key responsibility. This position must attend all orientation committee meetings and report back to the Executive Committee and SRC to ensure that all aspects of the week run smoothly.

Create a comprehensive events and activities calendar for the year, and execute these events. This includes but is not limited to, booking performers, space and equipment; determining an event budget; organizing ticket sales and pricing; choosing decorations and event theming; and recruiting and training event volunteers to support event execution. This position is responsible for ensuring that events and celebrations reflect the diversity of our campus community, have a strategic purpose, and align with the mission vision and values of the MSVUSU. There should be events held for major holidays/celebrations/festivals from a broad range of identities/cultures present within our campus communities. Consult with the Vice President Advocacy, when planning events for cultures other than those the Vice President Student Life identifies with.

During the winter semester, plan a variety of outdoor winter-themed activities, such as sledding, skating, snow sculpture building, and others where students can engage with and enjoy winter weather. Collaborate with university departments to coordinate events.

Working closely with the Food, Beverage, and Activities Manager, the VP Life must hold regular events at the Rook and meet weekly to plan all events. The VP life must also promote campus and pub events, as well as organize and promote Graduation activities for winter and spring convocations.

Encourage MSVU students to attend sporting events to support and promote the Mount Mystics. This includes coordinating with athletics to produce a calendar of games and tournaments, obtaining rosters of each team, and collaborating with the Vice President of Communications to advertise and promote these.

Provide guidance and support to the various student societies on campus. This includes providing training for society members on Union society policies, as well as direction on event planning, media relations, budgeting, and fundraising. This position is also be a resource for society executives and events, and is expected to organize a student society fair once per semester to showcase and promote these groups. Review all society events to ensure they comply with applicable policies, and to approve or request revisions to events as required. Hold regular, at least monthly, meetings with society presidents to discuss updates, challenges, and opportunities for collaboration.

Complete all assigned training, including all moodlecloud courses, and check moodlecloud regularly for additional training modules.

Be familiar with the Memorandum of Understanding between MSVU and the MSVUSU and adhere to it.

Ensure the MSVUSU office space is a presentable and respectful area that creates a welcoming environment for all.

Understand and adhere to the employee handbook.

### *Governance and Service*

This position holds a dual role as a director and officer of the Mount Saint Vincent University Students' Union Association. As a director, this position sits on the **Students Representative Council (SRC)**, providing strategic guidance and direction to the organization while ensuring compliance with laws and regulations. This position has a fiduciary duty to act in the best interests of all stakeholders. As an officer, this position manages day-to-day operations, implements strategies, oversees employees and departments, and makes decisions in the organization's best interests, as directed by SRC.

Present a brief oral report at each regular SRC meeting and a full written report, with oral and visual presentation of the report at the Annual General Meeting and Semi-Annual General Meeting.

This position may **chair meetings as required**. This includes scheduling meetings, developing meeting agendas, conducting meetings and managing reporting requirements, while fostering a collaborative environment with diversity of thought.

This position will **serve on MSVUSU committees and working groups as required**. This includes preparing for meetings in advance by reviewing meeting agendas and other materials, submitting agenda items to the chair as required, and actively participating in discussion and decision-making. Some work may be assigned during committee or working group meetings, which this position will be responsible for completing or delegating as appropriate.

Serves on the **Budget Committee** which creates the MSVUSU yearly budget through student consultation, evaluation of the current financials, and scanning the economic environment of the university. The budget committee meets regularly during the winter semester, at least bi-weekly, to balance student needs with financial constraints and maximize the level of service provided to the membership.

This position **chairs the Society Affairs Committee**, which meets at least bi-weekly to review all society funding applications and recommend disciplinary actions for breaches to the society policy.

Serves on the **Crisis Communications Committee**, which meets as needed to address crises affecting the MSVUSU, Mount Saint Vincent University, or its students, and to create a strategic communications plan, including drafting and approving statements put out by the MSVUSU, to address the crisis at hand.

Serves on the **Executive Committee** which meets at least bi-weekly, to handle the day-to-day operations of the MSVUSU, as well as to address student and on-campus issues, and to prepare items to bring forward to the Students Representative Council (SRC). The committee is responsible for ensuring the effective and efficient operation of the student union and for making decisions on matters within its mandate.

Serves on the **Student Executive Committee**, which meets as needed to work through day to day operational issues of the MSVUSU, including those that involve developing directives for the staff members on the executive committee.

Serves on the **Senate Student Experience Committee**, which provides advice to the Senate and the Associate Vice-President Student Experience on issues related to enrollment, student retention, and the overall quality of student life.

Serves on the **Orientation Steering Committee**, to provide strategic oversight and coordinates programs for a cohesive orientation schedule. They establish event frameworks, support the Orientation Planning Committee, and develop a communications plan. The committee meets biweekly in May-July and weekly in August, with a debrief in mid-September. They also provide a final Orientation Report in October.

Serves on the **Orientation Planning Committee**, which plans individual events and programming for Orientation Week, and is an information-sharing and collaboration space between departments and individuals involved in orientation planning. The committee meets biweekly in May-August and reports to the Orientation Steering Committee.

Serves on the **Large Orientation Committee**, which provides input on orientation programming, reviews updates and reports, and addresses concerns to the Orientation Steering Committee. It meets up to three times per year for program review and consultation.

Serves on the **Board of Directors for the Mount Saint Vincent Alumni Association (MSVAA)** plays a crucial role in connecting current and former MSVU students. Working with the MSVAA, promote the Mount and create opportunities for alumni to support the university, as well as ensure that current students' voices are heard on the Board of Directors. Provide input on issues and initiatives that matter to students and advocate for their needs and interests. This leadership will be key to building a strong and vibrant alumni community and ensuring a smooth transition from student life to active alumni engagement.

This position typically serves on the **Convocation Committee**, which meets regularly in advance of each convocation (Fall, Winter, Spring) to plan and organize the upcoming convocation ceremonies (formal celebrations where degrees, diplomas and certificates are awarded to graduates).

### **Required Qualifications:**

The person in this role must meet the requirements in this section and either win an election or receive appointment to the role.

#### *Education*

Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.

Be a senior student entering their 3<sup>rd</sup> year or higher of university at the time of taking office. [The MSVUSU definition of 3<sup>rd</sup> year or higher is either, having accrued 10 credits at MSVU (directly or by

transfer), or having attended 4 semesters of study at MSVU or being a 2+2 or graduate student. Additional documentation may be requested to confirm eligibility]

### *Experience*

No experience required for this role.

### *Knowledge, Skill and Abilities*

Ability to think critically, self-reflect, create opinions based on facts and evidence, and update beliefs based on new facts and evidence.

Excellent communication, interpersonal, and customer service skills to effectively interact with students, staff, and other stakeholders, and create a welcoming and inclusive environment.

Strong communication skills, both written and verbal.

Proficiency in using various software and technology tools, such as database management systems, office 365, and social media platforms.

Knowledge of other MSVU and MSVUSU services available to students.

### *Behavioural Competencies*

Passion for and commitment to addressing issues impacting equity-denied communities and related social justice issues.

Ability to self-reflect, identify, and address unconscious bias within oneself.

Interpersonal skills and ability to collaborate with a diverse group of stakeholders, including community partners, donors, volunteers, and patrons.

Adaptability and flexibility to respond to changing situations and priorities.

Developed professional skills are required, including integrity, being non-judgmental, empathic, objective, and understanding the importance of confidentiality. Creative and innovative thinking is also necessary.

Effective communication skills are necessary to handle concerns or complaints and communicate effectively with students about their issues and experiences.

Strong leadership skills, including the ability to motivate and inspire a team and lead by example.

Ability to take difficult decisions and explain the rationale behind them, and the ability to adjust perspectives when new information becomes available.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

### **Preferred Qualifications:**

Event planning experience

Comfortable with public speaking

Knowledge about MSVU structure

Experience working with or for the MSVU Students' Union

Student society experience

Entertainment and hospitality experience

**Mental/Physical Effort and Working Conditions:**

The Vice President Student Life will be working in a fast-paced environment and managing multiple duties, responsibilities, and participating in highly social and public environments for extended periods of time, which can be stressful. This position involves the planning and execution of events, which will occur with hard deadlines. The role involves working long hours, attending multiple meetings, and dealing with a high volume of emails and other correspondence. The ability to manage time effectively and prioritize tasks will be important.

The work environment involves a variety of work modes, including an office setting, meeting across campus and the country requiring travel (by air and ground), and running and attending events. Office work may involve sitting at a desk for extended periods while using office equipment including a computer. Organizing events may require directing others and being present for extended periods.