

Title: Vice President Advocacy and Undergraduate Student Affairs

Purpose:

The Vice President of Advocacy and Undergraduate Student Affairs is responsible for 1:1 and collective advocacy on behalf of the student body, including on undergraduate academic matters and other matters. They oversee staff in the Pride Center, including providing support and guidance on service revisions and maintaining service standards. They are also the undergraduate Advocate under the Academic Appeals Support Program (AAPS) and the sole manager of the Naloxone distribution program, maintaining its primary site and all its satellite sites. They also represent students at the Canadian Federation of Students and in provincial and federal lobbying.

Job Classification:

Executive

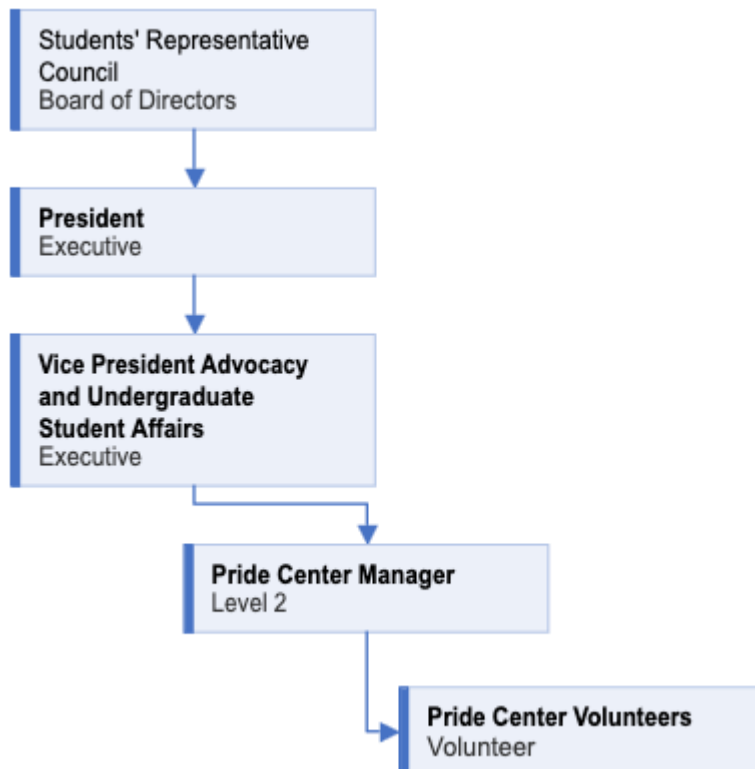
Compensation:

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 Pride Center Manager.



Duties and Responsibilities:

Essential Duties

Provide direct (1:1) advocacy to undergraduate students experiencing issues with course instructors, supervisors, or others at the university. This may include meeting with students, emailing professors, guiding students through university policy and procedures, supporting students in preparing and filing complaints, directing students to appropriate support services and other actions as appropriate.

Provide collective advocacy (1:many) to groups of students experiencing the same or similar issues. This may include policy work, negotiating outcomes with the appropriate university administrator, providing guidance on university policy and procedure, lobbying appropriately at the university or provincial level, conducting research to determine community needs and other actions as appropriate.

Policy Work: Identify gaps in policies at the Union or University level and advocate for remediations. This may include community consultation, authoring policy or policy revisions for proposal to the appropriate body or official, or presentation of policy gaps to the appropriate body or official.

Actively Foster positive relationships with the Black Student Support Office, Indigenous Student Center, International Education Center, Accessibility Services, Counselling Services, and other on-campus student support units, as well as other community groups.

Provide insight and expertise in reviewing matters of Equity, Diversity, Inclusion and Accessibility to the MSVUSU as needed. This may include reviewing sensitive communications prior to publication, supporting Advocacy Caucus members with constituent concerns, assisting in safe and inclusive community mobilization, developing educational programming on issues related to significant and sensitive events, and policy planning. Work with Students Representative Councillors to Promote the academic and other rights of their constituents.

Meet at least monthly with the Vice President Academic and Provost, 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, .

Other Duties

Assist the University as needed in achieving their commitments under the Dimensions program and Scarborough Charter.

In Collaboration with President and VP Research and Graduate Student Affairs: Work with the Canadian Federation of Students to ensure students receive maximal benefit from their membership, and represent The MSVUSU (local 34) at the National General Meeting, NS-Annual General Meeting, on the NS provincial executive, and during the National and Provincial Lobby Weeks and other events as appropriate.

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.

Key Responsibilities

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

Administer the Academic Appeals Support Program to undergraduate students, which includes helping students understand their rights and university regulations, supporting students in drafting appeal letters, simulating an academic appeal hearing before the official hearing date, attending academic appeal hearings, and explaining the potential outcomes of an appeal and other duties as required. Providing insight into the potential material impact of an academic offence on future admissions may be required.

Promoting a culture of academic integrity on campus by engaging with students, faculty, and staff to raise awareness of the issue and encourage ethical behavior in academic settings, and educating students about academic honesty and the consequences of both intentional and unintentional academic dishonesty. This may include following developments in generative AI and its relationship to academic integrity.

Oversee the Pride Center by meeting with the Pride Center Manager to review or set policies and procedures, provide guidance, and ensure compliance with regulations or standards. Support the Pride Center Manager in accessing resources for the Pride Center and for patrons, advocacy campaigns around 2SLGBTQIA+ issues, and programming.

Manage the Naloxone distribution program, including ensuring adequate stock at the Naloxone distribution site and all satellite sites, training distributors as needed, the addition of new satellite sites as needed, and promoting the Naloxone distribution program.

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

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

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 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.

This position chairs the **Advocacy Caucus**, which meets at least once per month to discuss advocacy concerns and advise the SRC on appropriate actions.

This position 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 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.

This position **chairs the Food Security Committee**, a special committee of the MSVUSU, which meets bi-weekly to coordinate the Food Bank and Soup Kitchen operations and make recommendations to the Students Representative Council (SRC) on operational changes, new operations, reallocation of space, major equipment purchases, and changes to the committee mandates as required.

This position 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.

This position 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.

Serve on the **MSVU Senate** to represent the interests of students within the university's governance structure. This allows for important academic decisions related to curriculum, programs, policies, and regulations to be made with the perspective of the student community. Prepare for Senate meetings by reviewing all meeting materials in advance of the Senate meeting, chairing all **Senate Student Caucus** meetings, and actively participating in all **faculty/student pre-senate** meetings. During Senate meetings, actively contribute where appropriate, including during question period (by asking questions or raising issues identified during Senate Student Caucus, Advocacy Caucus, or as otherwise arise).

Serve on the **Sexual Violence Prevention Advisory Committee (SVPAC)**, which advises the university administration on matters related to the prevention of sexual violence, as well as on the development, implementation, and review of the university's sexual violence policy and related procedures. The committee may also make recommendations for education and training programs, as well as for support services for survivors of sexual violence.

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 3rd year or higher of university at the time of taking office. [The MSVUSU definition of 3rd 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]

Hold or be able to acquire Mental Health First Aid, Bystander Intervention training, site-lead specific Naloxone distribution and administration training, and tricouncil ethics certification (TCPS 2 Core).

Experience

Previous experience working in advocacy spaces, or lived experience as a person from an equity-denied group.

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.

Strong understanding and knowledge of issues affecting equity-denied groups and the ability to apply this knowledge to all work.

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 data 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:

Self-identification as a member of an equity-denied community.

Experience working with equity-denied communities and advocating for the community's rights and needs.

Previous service on the MSVU Senate Academic Appeals Committee.

Experience in program planning, management, and evaluation, as well as budgeting and resource management.

Knowledge and understanding of intersectional issues related to gender, sexuality, race, and other identities.

Experience managing and supervising volunteers or staff members.

Previous experience or knowledge of the Dimensions program, Scarborough Charter, and Accessible NS 2030 are an asset.

Mental/Physical Effort and Working Conditions:

The Vice President Advocacy and Undergraduate Student Affairs will likely be dealing with a range of student issues, including difficult and sensitive situations. This may require strong emotional resilience and the ability to manage stress and pressure effectively.

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 and meet time-sensitive deadlines 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. Additionally, this role is expected to attend events such as town hall meetings and lobbying efforts, which could involve being present for prolonged periods or speaking in front of groups. Therefore, the role will require a mix of both mental and physical efforts.