









related to academic standards, program evaluation, and student progress, among other matters related to graduate education.

Serve on the **Writing Initiatives Committee**, to provide insight into the university structures and activities related to the teaching, learning, study, and practice of writing. This committee works to foster and promote writing initiatives that benefit the university community, with a particular focus on student learning. The Initiatives often involve research publications.

Serve 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.

Serve 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.

Serve 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.

When serving on the Orientation Planning Committee and Large Orientation Committees, ensure that new graduate students are represented and served during the orientation week.

Serve on other university committees, including hiring and search committees as required.

### **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 at the Graduate level.

Hold or be willing to obtain recognized training in project management.

Be willing to participate in leadership training as required.

Hold or be willing to obtain tricouncil ethics certification (TCPS 2 Core).

Hold or be willing to obtain an Advanced Food Safety certification.

#### *Experience*

No prior experience is required for this role.

#### *Knowledge, Skill and Abilities*

Ability to learn independently.

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:**

Comfortable with public speaking.

Experience working with or for the MSVU Students' Union

Research experience, including experience with survey design.

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

The Vice President Research and Graduate 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. This role will also manage research and other projects which may have tight deadlines which can be stressful.

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. Organizing events may require directing others and being present for extended periods.

Additionally, this role is expected to attend events such as town hall meetings and lobbying efforts, and to plan events for Graduate Students, 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.