

Title: Vice President Research and Graduate Student Affairs

Purpose:

The Vice President Research and Graduate Student Affairs works with Graduate Students to provide programming and services that meet the needs of graduate students and research students. They advocate for graduate students through their work chairing the Graduate Students' Committee, and their seat on the University Senate's Graduate Studies Program and Policy Committee. They support student union functions by supporting research initiatives and surveying, and support research students in their supervisor/supervisee relationships. They act as an advisor to the Executive Committee and Students's Representative Council, and provides oversight into internal affairs. They also represent students at the Canadian Federation of Students, National Graduate Caucus, and in provincial and federal lobbying.

Job Classification:

Executive

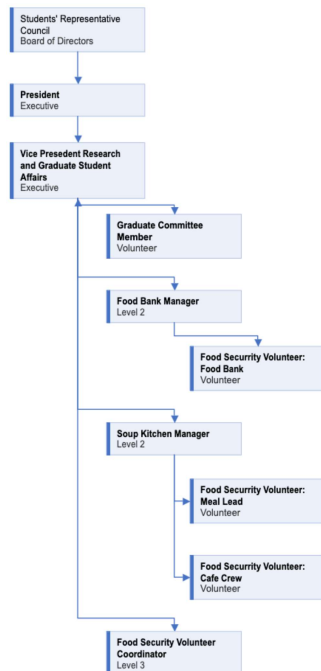
Compensation:

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 Food Bank Manager, Soup Kitchen Manager and Graduate Committee Members.



Duties and Responsibilities:

Essential Duties

Work closely with the Graduate Committee to revise existing and establish new, Graduate Student specific, programs, services, and community connection initiatives, collaborating with the VP Student Live as needed.

Work with the Health & Dental plan manager to ensure continued improvements the MSVUSU Health & Dental plan and opt-in pricing.

Look at admissions requirements, program requirements, practicum requirements, academic regulations among other aspects of Graduate Studies Curriculum, and work with the Graduate Studies Policy and Planning Committee (GSPPC) and university Senate to address any issues identified as needed.

Establish collaborations with the Dean of Graduate Studies and Professional Studies, MSVU VP Academic and Provost, MSVU Research Office, Graduate Academic Units, and Graduate Student Societies.

Establish collaborations with Accessibility Services, Black Student Support Office (BSSO), Indigenous Student Center (ISC), International Education Center (IEC) and other services as needed.

Meet at least monthly with the Associate Vice President Research, and the Dean of graduate Studies and Professional Studies, 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).

Other Duties

In collaboration with President and VP Advocacy: 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, National Graduate Caucus, NS-Annual General Meeting, and during the National and Provincial Lobby Weeks and other events as appropriate. Communicate with the Graduate Committee and Graduate Student Body about these meetings and provide opportunities for feedback on initiatives and issues discussed at these meetings.

Attend and actively participate in the Annual Conference of the Canadian Association of Graduate Studies.

Prepare comprehensive training/onboarding plan for their successor, which include 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. Additional training may be required if the incoming person does not have previous research experience.

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

Plan and execute the orientation weeks. This includes creating a budget for the week and overseeing the development and distributions of graduate student giveaways. Ensure that volunteers 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. Collaborate with the Dean of Graduate and Professional Studies' office to ensure a comprehensive orientation experience for graduate students.

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

Address academic issues within the Graduate student and Research student communities (including issues with thesis and non-thesis work conditions and accessibility), in consultation with the Graduate Committee, collaborating with VP Advocacy as necessary. Graduate Academic advocacy, and academic appeals support are the responsibility of the VP Research and Graduate Student Affairs.

Promoting a culture of academic integrity on campus, particularly amongst Graduate and Research students, 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.

Oversee the Captain Crows' Cafe by meeting with the Soup Kitchen Manager to review or set policies and procedures, provide guidance, and ensuring compliance with regulations or standards. Support the Soup Kitchen Manager in maintaining positive relationship with university and community partners, and with marketing and promotion of the service. Overseeing the Soup Kitchen Manager in volunteer recruitment and management. Ensure the Food Security Staff have all required certifications, and that food safety standards are met and documented.

Oversee the food bank by meeting with the Food Bank Manager to review or set policies and procedures, provide guidance, and ensuring compliance with regulations or standards. Support the Food Bank Manager in maintaining positive relationship with FEED Nova Scotia, using the Link-2-Feed data collection system, and with marketing and promotion of the service.

Oversee Graduate Student specific communications from the MSVUSU, and establishing a communication strategy, including maintaining a Graduate Student Email List, and newsletter, collaborating with the VP Communications as necessary.

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 and minutes, conducting meetings and managing reporting requirements, and managing committee members, while fostering a respectful 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.

Chair the **Academic Caucus**, which meets at least once per month to discuss academic concerns and advise the SRC on appropriate actions.

Chair the **Graduate Committee**, which meets at least monthly to engage with graduate students, improve their programming and support, and make recommendations for new programming and services tailored to graduate student needs. The committee also supports the implementation of programming 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.

Serves on the **Human Resources Committee**, which meets monthly or as needed, and is responsible for hiring full-time staff, overseeing and creating guidance for disciplinary decisions, and creating and maintain human resources policy and handbooks.

Serves on the **Constitution and policy Planning Committee**, which reviews and recommends changes to the MSVUSU governing documents, including the Constitution, By-Laws, and Policies.

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.

Serve on 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.

Serve on the **MSVU Senate** to represent the interests of graduate students and research 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 research and graduate student community. Prepare for senate meetings by reviewing all meeting materials in advance of the Senate meeting, actively participating in 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, Academic Caucus, or as may otherwise arise).

Serve on the Senate **Graduate Studies Program and Policy Committee (GSPPC)**, which is responsible for reviewing and making recommendations on proposals for new graduate programs, changes to existing programs, and policies related to graduate studies. The committee also provides guidance on issues

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.