

Vice President of Student Affairs Job Description

The Vice-President of Student Affairs is looked upon for leadership from the students and the entire college community. The Vice-President of Student Affairs is also a member of the Board of Directors and is subject to the Directors' bylaws and policies. The Vice-President of Student Affairs shall have a close working relationship with the other members of the Executive along with the General Manager, the Board of Directors, and employees of the SRC to meet the goals and objectives set forth each year.

Duties:

- Officer of the corporation, and must conduct him/herself in the most professional manner at all times.
- Assume the duties of the President in his/her absence.
- Perform all duties with due diligence, and the highest degree of integrity and honesty.
- Trusted with assignment of speaking on behalf of the Board of Directors in the President's absence. The Board must always speak with one voice.
- Facilitate and coordinate the Class Representative program and assume the position of chair of the Class Rep meetings.
- Meet with students to investigate and assist in resolving any academic and non-academic complaints or concerns.
- Sit on grade appeals as required.
- Sit on various committees concerning college affairs.
- Will be available to the student population at all possible times and will represent the students on various college committees as needed.
- Engage in close working relationship with other members of the Executive Committee, and undertake tasks that relate to the goals and duties of the corporation.
- Is a secondary signing authority on all documents relating to the corporation.
- Perform other duties as assigned by the President or Board of Directors.

Responsibility for Others

- Responsible for Board members in relation to Class Representatives.
- Direct supervisor over all Class Representatives

Communication

- Member of the college community
- Shall inform the student body of changes in any SRC policy that directly affect student membership through mediums such as public meeting at lunchtime, or through SRC publications.

Types of Role Relationships

- Corporate officer of the SRC Inc.
- Member of the Executive Committee
- Chairperson of Class Representative meetings
- Member of any relevant committees around college

Specifications: During tenure of office, must continue to be a full-time student in good academic standing and maintain this status until his/her successor has been elected and qualified, or until his/her term of office has been terminated pursuant to the By laws of the SRC Inc. Will successfully coalesce extracurricular duties and academic work. Have a true desire to meet different people from all over the community. Will be able to work a part-time, 15 hour work week for a 16 week work term during the summer months, commencing May 1st concluding August 31st. Must have fifteen (15) posted office hours during the academic year commencing September 1st ending April 30st. A transition period occurs each year from May 01 – May 07. You may be required to work during this transition period, assisting in the training of new executive as circumstances dictate.

Must also be available to attend Director Interviews on Tuesday, March 08, 2016 and Wednesday, March 09, 2016 between the hours of 4:30 p.m. and 9:00 p.m.

Basic Job Breakdown

The following is a quick outline of job duties that the VP of Student Affairs is responsible for;

SUMMER SEMESTER:

Each VP is required to work 15 hrs. in office during the summer. There is also a board meeting held once a month during the summer that each board member must attend. As well there is a mandatory board workshop in May/June that all VP's must attend.

During this period the VP of Student Affairs works alongside the VP of Downtown Affairs to work on the Class Representative program.

FALL SEMESTER:

Each VP is required to work 15 hrs. in the office during the fall semester. Please note that night events, board meetings, executive meetings and any other meetings required for attendance is not included in the 15 office hours. The following are mandatory events that the VP of Student Affairs will need to attend. Note that other mandatory dates may arise as the SRC sees fit.

Orientation Week – August – During the daytime

Frosh Week – September – During the first two weeks of school the VP of Student Affairs must attend the line-up of programming which may include events such as Dirty Bingo, Tony Lee, pub nights, etc. All events are traditionally scheduled at night during these weeks and attendance by all board members is mandatory

Trick or Eat – October

SRC/Alumni Children’s Christmas Party – December – 1st Saturday of the month

SRC Toy & Food Drive – December – 2nd last week of December

Class Representative Meetings – Scheduled once a month

WINTER SEMESTER:

Board Workshop – January – This is similar to the board workshop in May/June

Orientation – January – 1st Friday of the month

Frost Week – January – Same outline as “Frosh Week” in September

KPI’s – February – During the VP’s office hours, it will be required of them to attend classrooms and conduct KPI surveys

Class Representative Meetings – Scheduled once a month