

# Vice President of Student Life Job Description

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The Vice-President of Student Life is looked upon for leadership from the students and the entire college community. The Vice-President of Student Life is also a member of the Board of Directors and is subject to the Directors' bylaws and policies. The Vice-President of Student Life 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.
- Perform all duties with due diligence, and the highest degree of integrity and honesty.
- Facilitate and coordinate the Programming Committee.
- Chair regular Programming Committee meetings or appoint a designate in his/her absence.
- Assign directors specific job duties in accordance with SRC bylaws and policies.
- Evaluate directors on performance of job duties in accordance with evaluation process set out at beginning of academic year.
- 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 all board members in relation to the Programming Committee
- Direct supervisor over all directors

## 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 The Saint or other SRC publications.

## Types of Role Relationships

- Corporate officer of the SRC Inc.
- Member of the Executive Committee
- Chair of Programming Committee 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 1<sup>st</sup> concluding August 31<sup>st</sup>. Must have fifteen (15) posted office hours during the academic year commencing September 1<sup>st</sup> ending April 30<sup>st</sup>. 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

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The following is a quick outline of job duties that the VP of Student Life 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 Life works alongside the Events Coordinator and the Events Production Coordinator laying out programming for the year.

### 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 Life 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 summer the VP of Student Life will have put together a programming line-up for the first and second week of school 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** – 1<sup>st</sup> Saturday of the month

**SRC Toy & Food Drive – December** – 2<sup>nd</sup> last week of December

## **WINTER SEMESTER:**

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

**Orientation – January** – 1<sup>st</sup> 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