



# BUSU

BROCK UNIVERSITY  
STUDENTS' UNION

POSITION TITLE: Vice President Student Services  
REPORTS TO: BUSAC, Board of Directors and President  
Employment Period: May 1<sup>st</sup> – April 30<sup>th</sup>  
Pay Rate: \$36,850 Annually

## **SECTION 1: PRIMARY JOB FUNCTION**

The Vice President Student Services is a member of the Executive team of the Brock University Students' Union elected to fulfill the mission of BUSU.

*It is the mission of the Brock University Students' Union to effectively represent undergraduate students to all relevant stakeholders and to enhance the benefits of attending Brock University by providing a variety of programs, opportunities, and services while creating an atmosphere and culture of acceptance, inclusion, and tolerance.*

### **Responsibilities:**

- To administer and supervise BUSU services and programming including but not limited to: Orientation Week, Homecoming, Wellness Initiatives and Frost Week.
- Participate in the planning and execution of Orientation Week including:
  - Setup and take down of events
  - Scheduling staff for various events
  - Working with the Student Life Coordinator to recruit and train volunteers to work Oweek events including Move In Day.
  - Work with the Events and Programming Manager and the Special Events Coordinator to plan the programming for the week.
  - Collaborate with marketing on branding the week and creating promotional videos.
- Oversee the clubs portfolio in conjunction with the Director of Student Life and Communications and the Clubs Team.
- Act as the Chair of the Clubs Policy Committee.
- Work with the Student Life coordinator on volunteer initiatives
- Engage the student body via social media platforms and act as a brand ambassador for BUSU.
- Providing support to the Partnership Manager to bring in sponsors for various events.
- Act as a liason and collaborate with University departments such as Athletics, Student Life, International Student Services, and Residence to strengthen student engagement and offer events and programming to enhance the student experience.
- To report all activities undertaken on behalf of BUSU at all regular meetings of BUSAC;



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- To assume other duties which properly fall within the scope of the portfolio, as well as other duties that may occasionally be assigned by the Board of Directors or BUSAC;
- To aid in the performance of duties resulting from a vacancy in the Executive until the end of his or her term, or until the position can be duly replaced;

## **SECTION 2: QUALIFICATIONS**

- The Vice-President Student Services must be a registered student of Brock University and must have taken a minimum of one half (1/2) credit during the academic year of their election.
- Vice-President Student Services candidates will have a minimum 60% average as confirmed by the Brock University Registrar Office as of the All Candidates Meeting of their election period.
  - Upon the receipt of a nomination package for Vice-President Student Services, the Chief Returning Officer shall confirm the academic standing and eligibility with the Registrar of Brock University
- In order to be nominated and elected to the position of Vice-President Student Services of the Brock University Students' Union Inc., the individual must act in accordance with Bylaw 400.
- The Vice-President Student Services must be at least eighteen (18) years of age, must not be an undischarged bankrupt, must be mentally competent, and must not have been convicted of any offenses listed under the Canadian Criminal Code.

## **SECTION 3: WORKING CONDITIONS**

### PHYSICAL EFFORT

The majority of the work does not require a high level of physical activity. However, from time to time, some physical labour may be required i.e. moving materials around the office, or striking decorations and other items for special events.

### PHYSICAL ENVIRONMENT

Standard office environment; occasional driving to off-campus business events, and traveling to professional conferences or retreats.

### SENSORY ATTENTION

Working on a computer, working with and communicating with students, staff and community members. Need to listen intently and to pay attention to body language when meeting one-on-one with individuals.

### MENTAL STRESS



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This position requires attending night meetings from time to time and working some weekends. Also, it includes some traveling to conferences and retreats. Must be able to work flexible hours in order to be successful. Must be able to work in a fast paced environment and work through complex situations.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

*Brock University Student Union is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code Brock University Student Union will provide reasonable accommodations to applicants with disabilities throughout the recruitment process. If selected to participate, please inform Human Resources of the nature of any accommodations(s) that you may require.*