

Vice-President, Academic Affairs

Job Description



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undergraduate
society

Title of Position	Vice-President, Academic Affairs
Portfolio	Executive Council
Services	<ul style="list-style-type: none"> • Associate Vice-President Academic (AVPA) • Class Liaison • Commerce Mentorship Program • External Conference (ExCo) • JDCWest
Summary	The Vice-President of Academic Affairs serves on the executive council of the Commerce Undergraduate Society and is responsible for coordinating and overseeing academic programs and services to better the academic undergraduate experience for Sauder students in the CUS.
Time Commitment	Approximately 15-20 hours per week
Term of Employment	April 2019 – March 2020 (Transition begins February 2019)
Main Responsibilities	<p>The Vice-President, Academic Affairs, is responsible for:</p> <ul style="list-style-type: none"> • Liaising between the Business Career Centre and CUS to improve relations, approve funding, and lobby for option specific programs. • Liaising between the Undergraduate Office and CUS to improve relations, build faculty support, and expand opportunities in research involvement • Coordinating with the AMS and other Sauder tutoring services offered by the CLC and UGO on improving AMS Tutoring services • Advocating on behalf of the student body through membership of the BCom Governance Committee and Faculty Caucus • Chairing the CUS Academic Committee • Recruiting, selecting, and managing a team of service portfolio members (see above under Services) • Supporting service portfolio members in the execution, improvement, and completion of their deliverables • Supporting the execution of new academic initiatives within the Commerce Undergraduate Society • Collaborating with the AVPA to co-manage services in the portfolio • Engaging with the VP Academic equivalents of other student constituencies to optimize the learning experience of Sauder students <p>All members of the Executive Council are responsible for:</p> <ul style="list-style-type: none"> • Attending weekly Executive Council meetings and monthly Board of Directors meetings • Actively contributing to meeting discussion and asking critical and relevant questions during Special Projects Funding (SPF) presentations • Facilitating meetings with portfolio members and support their work

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	<ul style="list-style-type: none">● Support any transitioning and onboarding initiatives● Support any other CUS initiatives as required
Qualifications	<ul style="list-style-type: none">● Possess the initiative to bring forth new ideas to help benefit Sauder students academically● Excellent project management skills● Ability to manage a team and delegate● Professional written and verbal communication skills● Provide an intimate understanding of the academic landscape of Sauder and UBC● Strong analytical and critical thinking skills● Professionalism to communicate with the faculty and administration of Sauder and UBC
Anticipated Learning Outcomes	<p>The VP Academic should expect to gain hands-on experience in an influential leadership and strategic role in the CUS to further promote academic excellence at Sauder. In addition, the VP Academic may expect opportunities to use and develop skills in the following (but not limited) areas:</p> <ul style="list-style-type: none">● Team management skills● Professionalism (Communication)● Strategic management● Analytical skills● Understanding of the academic landscape● Interpersonal skills
Anticipated Projects	<ul style="list-style-type: none">● Liaise with President and Senator in order to find opportunities to strengthen the portfolio
Application Process	<p>Submit the following information to hiring@cus.ca no later than Saturday, February 9th at 9:00 PM:</p> <ul style="list-style-type: none">● A one-page resume outlining your most relevant experiences● A cover letter addressing the following:<ul style="list-style-type: none">○ Why do you want to be involved in the CUS?○ How do you see the VP Academic Affairs playing a role in creating an organization that is more connected with its students, services and clubs?○ Why do you think you would be an excellent candidate for the position?● Any supplemental materials you would like the Hiring Committee to review along with your application <p>Save the document using the naming convention, Position_LASTNAME_Firstname.pdf</p> <p>Interviews will be conducted from February 14-16, 2019. Please indicate in</p>

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your application if you need alternative arrangements for interview times.

Please contact [hiring@cus.ca](mailto: hiring@cus.ca) if you have any additional questions or concerns.
