

# Vice-President, Internal Affairs

## Job Description



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<b>Title of Position</b>	<b>Vice-President, Internal Affairs</b>
<b>Portfolio</b>	Executive Council
<b>Services</b>	<ul style="list-style-type: none"><li>● Associate Vice-President, Internal Affairs</li><li>● Operations Coordinator</li><li>● Awards Night and Recognitions</li><li>● Business Week</li><li>● Elections</li><li>● Sustainability</li><li>● IT Director</li><li>● IT Commission</li></ul>
<b>Summary</b>	The VP Internal is responsible for liaising with the administration at Sauder in addition to managing the student space and student interactions with the administration.
<b>Time Commitment</b>	Approximately 15-20 hours per week
<b>Term of Employment</b>	April 2019 – March 2020 (Transition begins February 2019)
<b>Main Responsibilities</b>	<p><b>The Vice-President, Internal Affairs, is responsible for:</b></p> <ul style="list-style-type: none"><li>● Liaising with Scheduling Services, Building Operations, the Sauder Events Team, Sauder IT services, Sauder Administration, and general UBC Administration</li><li>● Oversee room booking requests</li><li>● Student space and its use and maintenance, including membership of the Building Users Committee</li><li>● Recruiting, selecting, and managing a team of portfolio members</li><li>● Facilitating meetings with portfolio members and supporting their work</li><li>● Managing the Clubs Review process</li><li>● Liaising with the CUS Affiliated Clubs and be the main point of contact for CUS resources and services, and facilitating a roundtable at the end of every term</li><li>● Facilitating turnover for all CUS stakeholders through the execution of Sauder Unlimited</li><li>● Managing Showpass processes for all CUS Services</li></ul> <p><b>All members of the Executive Council are responsible for:</b></p> <ul style="list-style-type: none"><li>● Attending weekly Executive Council meetings and monthly Board of Directors meetings</li><li>● Facilitating meetings with portfolio members and support their work</li><li>● Support any transitioning and onboarding initiatives</li><li>● Support any other CUS initiatives as required</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>● Excellent multi-tasking, prioritization, and project management skills</li></ul>

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	<ul style="list-style-type: none"><li>● Ability to manage directors in different services and efficient delegation skills</li><li>● Professional written and verbal communication skills, and quick email correspondence with students and various stakeholders: faculty and administration of Sauder and UBC</li><li>● Strong analytical and critical thinking in order to contribute to discussions arising from student and faculty business/issues</li><li>● Problem solving and decision making skills to identify issues and develop solutions, for the greater good of the society</li><li>● Knowledge of the relevant CUS policies, procedures, products and services</li></ul>
<b>Anticipated Learning Outcomes</b>	<p>The VP Internal should expect to gain a hands-on experience in an influential leadership and strategic role in the CUS to further promote academic excellence at Sauder. In addition, the VP Internal may expect opportunities to use and develop skills in the following (but not limited) areas:</p> <ul style="list-style-type: none"><li>● Leadership and Team management skills</li><li>● Crisis management</li><li>● Communication with various stakeholders</li><li>● Ability to deal in high pressure environments</li><li>● Interpersonal skills and decision making skills</li><li>● Multi-tasking skills</li></ul>
<b>Anticipated Projects</b>	<p>Explore and implement a sustainable and self-administrable Showpass process for ticket sales data</p>
<b>Application Process</b>	<p>Submit the following information to <a href="mailto:hr@cus.ca">hr@cus.ca</a> no later than <b>Saturday, February 9<sup>th</sup> at 9:00 PM:</b></p> <ul style="list-style-type: none"><li>● A <b>one-page resume</b> outlining your most relevant experiences</li><li>● A cover letter addressing the following:<ul style="list-style-type: none"><li>○ Why do you want to be involved in the CUS?</li><li>○ What is your value added to the organization? (vision, ideas, etc)</li><li>○ Why do you think you would be an excellent candidate for the position?</li></ul></li><li>● Any supplemental materials you would like the Hiring Committee to review along with your application</li></ul> <p>Save the document using the naming convention, <b>Position_LASTNAME_Firstname.pdf</b></p> <p>Interviews will be conducted from February 14-16, 2019. Please indicate in your application if you need alternative arrangements for interview times.</p> <p>Please contact <a href="mailto:hr@cus.ca">hr@cus.ca</a> if you have any additional questions or concerns.</p>