

## Vice-President, Student Engagement

### Job Description



commerce  
undergraduate  
society

<b>Title of Position</b>	<b>Vice-President, Student Engagement</b>
<b>Portfolio</b>	Executive Council
<b>Services</b>	<ul style="list-style-type: none"><li>● Associate Vice-President, Student Engagement</li><li>● Commerce Community Program (CCP)</li><li>● First-Year Committee (FYC)</li><li>● Grad Night</li><li>● Sauder International Student Association (SISA)</li><li>● POITS</li><li>● Sauder Sports</li><li>● Sauder Health and Wellness (HeWe)</li></ul>
<b>Summary</b>	<p>The Vice-President, Student Engagement serves on the Executive Council of the Commerce Undergraduate Society and works on a variety of aspects, including team management, orientation planning and overseeing liability. The VP Student Engagement will play a pivotal role in facilitating student engagement in the CUS.</p>
<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, Student Engagement is responsible for:</b></p> <ul style="list-style-type: none"><li>● Recruiting, selecting, and managing a team of portfolio members</li><li>● Facilitating meetings with portfolio members and supporting their work</li><li>● Exploring new and exciting initiatives to enhance student engagement at UBC Sauder with international, domestic, transfer, and exchange students</li><li>● Collecting, analysing, and reporting on student feedback about the CUS</li><li>● Providing events for students to engage with CUS administration, such as Meet Your CUS and the CUS Annual General Meeting</li><li>● Increasing inter-faculty relationships and creating joint events that add value to students' experiences</li><li>● Planning Sauder Unlimited Conference in collaboration with the UGO</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 supporting their work</li><li>● Supporting any transitioning and onboarding initiatives</li><li>● Supporting any other CUS initiatives as required</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>● Excellent professional written and verbal communication skills; quick email correspondence with students and various stakeholders</li><li>● Strong interpersonal skills to work with and lead different CUS members</li><li>● Expert ability in managing relationships and task delegation</li></ul>

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	<ul style="list-style-type: none"><li>● Initiative, vision, and execution for exploring student engagement initiatives for the CUS to grow in 2019/20</li><li>● Strong awareness and belief with respect to issues including legality, safety, and equity; good understanding of bylaws</li><li>● Strong organizational skills and experience in event management and planning for audiences of ~100 attendees</li></ul>
<b>Anticipated Learning Outcomes</b>	<p>The VP Student Engagement can expect to gain a hands-on experience in an influential leadership and project management role and exercise acumen in decision making. In addition, the VP Student Engagement may expect opportunities to use and develop skills in the following (but not limited) areas:</p> <ul style="list-style-type: none"><li>● Team management skills</li><li>● Conflict resolution skills</li><li>● Communication and active listening skills</li><li>● Time management and organizational skills</li><li>● Creativity and innovation</li><li>● Event management and problem solving skills</li></ul>
<b>Anticipated Projects</b>	<ul style="list-style-type: none"><li>● Education and engagement with students by coordinating student-focused events, such as Meet Your CUS, Coffee Chats, AGM, etc.</li><li>● Development of inter-faculty opportunities for relationship building between faculties</li></ul>
<b>Application Process</b>	<p>Submit the following information to <a href="mailto:hiring@cus.ca">hiring@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>○ How will you create a greater sense of connectivity and increase engagement between the CUS and the student body?</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:hiring@cus.ca">hiring@cus.ca</a> if you have any additional questions or concerns.</p>