

Vice-President, Student Engagement

Job Description



commerce
undergraduate
society

Title of Position	Vice-President, Student Engagement
Portfolio	Executive Council
Services	<ul style="list-style-type: none">● Associate Vice-President Engagement● Commerce Community Program (CCP)● First-Year Committee (FYC)● Grad Night● Sauder International Student Association (SISA)● P.O.I.T.S.● Sauder Sports● Sauder Health and Wellness (HeWe)
Summary	<p>The Vice-President of 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>
Time Commitment	Approximately 15-20 hours per week
Term of Employment	April 2018 – April 2019 (Onboarding starts February 2018)
Main Responsibilities	<p>The Vice-President, Student Engagement, is responsible for:</p> <ul style="list-style-type: none">● Recruiting, selecting, and managing a team of portfolio members.● Facilitating meetings with portfolio members and supporting their work.● Exploring new and exciting initiatives for enhancing student engagement at Sauder with international, domestic, transfer, and exchange students.● Collecting, analysing, and reporting on student feedback about the CUS.● Providing events for students to engage with CUS administration, such as Coffee Chats and the CUS Annual General Meeting.● Increasing inter-faculty relationships and create joint events that add value to students' experiences. <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.● Facilitating meetings with portfolio members and support their work.
Qualifications	<ul style="list-style-type: none">● Ability to manage directors in different services and efficient delegation skills.● Excellent professional written and verbal communication skills, and quick email correspondence with students and various stakeholders: faculty and administration of Sauder and UBC.● Very strong interpersonal skills to work with and lead different members of the CUS.

Vice-President, Student Engagement

Job Description



commerce
undergraduate
society

	<ul style="list-style-type: none">● Expert ability in managing relationships.● Initiative, vision, and execution for exploring student engagement initiatives for the CUS to grow in 2017/18.● Strong awareness and belief with respect to issues including legality, safety, and equity; good understanding of bylaws.● Strong organizational skills and experience in event management and planning for roughly audiences of 100 attendees.
Anticipated Learning Outcomes	<p>The VP Student Engagement should expect to gain a hands-on experience in an influential leadership and project management role as well 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">● Team Management skills● Effective Time Management and Organizational skills● Creativity and Innovation● Communication Skills/ Listening Skills● Creation of engaging marketing campaigns
Anticipated Projects	<ul style="list-style-type: none">● Education and engagement with students by coordinating CUS Community Pulse, AGM, Meet and Greet, Coffee Chats etc● Develop inter-faculty opportunities for relationship building between faculties
Application Process	<p>Submit the following information to cus.hiring@gmail.com no later than Thursday, February 8th at 11:59 PM:</p> <ul style="list-style-type: none">● A one-page resume outlining your most relevant experiences● Save the document using the naming convention, Position_LASTNAME_Firstname.pdf● A cover letter addressing the following:<ul style="list-style-type: none">○ Why do you want to be involved in the CUS?○ How will go you about creating a greater sense of connectivity between the CUS and student body?○ 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>Please contact cus.hiring@gmail.com if you have any additional questions or concerns.</p>