

2020-2021 Board Vacancies

Interview Process

Vice President Student Life

The role of the Vice- President Student Life is to be the main contact between AUSU, the Athletic community, Student Services, Residence Community and to assist with the annual programming plan.

Reporting to the Board of Directors, the main duties of the Vice President Student Life are, but not limited to the following:

- To assist the President in the regular execution of duties
- To be a signing officer of AUSU in accordance with Op1 Finance Policy
- To communicate with the Algoma University Athletics and Residence Departments so that students are aware of the varsity sports, intramurals and other events, occurring on campus, on a regular basis.
- To be responsible for encouraging student involvement in all aspects of Campus Recreation, Varsity Athletics Programs, Residence and AUSU events
- To work with student services in coordinating frosh/frost week and other student life events.
- To be responsible for promoting and advertising all AUSU events to include but not limited to: selling tickets, handing out flyers, interacting with students, posting posters and calendars around campus for at least 2 weeks prior to any AUSU event as per Advertising Procedure
- To liaise with University or AUSU committees that may pertain to campus recreation, campus spirit or events (AU Alumni Council, AU Varsity Council, AU Student Life Task Force, AUSU Programming Committee, AU Food Services Committee, AU Residence Council and WUSC).
- To work alongside student services in recruiting, training and planning frosh week and frost week.
- To attend Residence Council & Varsity Council Meetings and maintain open lines of communication; help cross promote events
- To work in conjunction with the Board, AUSU and staff to develop and implement a plan to maintain and increase student spirit and involvement that is congruent with AUSU's objectives
- To develop and maintain a schedule of events and activities as set out previously with the General Manager (at least one event a month)
- To sit on the Algoma University Orientation Committee, AU Student Life Task Force, AU Food Services Committee representation must follow the spirit of decision made by the Executive and the Board of Directors
- To attend all meetings of the Executive with the understanding that two consecutively missed meetings without approval may be grounds for termination

- To prepare an annual report for their successor, ensuring a smooth transition for the succeeding
- Other duties may be assigned as required
- To attend weekly executive committee meetings and monthly board meetings.

Additional Desired Skill Sets:

- Outgoing and approachable
- Great communication skills
- Ability to walk up to strangers and start a conversation
- Experience in promotion, event planning and budget management
- Organized and accountable
- Strong creative skills
- Commitment to working in a shared leadership role and as a team
- Ability to multi-task, working on more than one project at a time
- Ability to take direction and provide leadership accordingly
- Possess the necessary conflict resolution and problem solving skills
- Possess the ability to see the big picture as well as ability to focus on details when necessary
- Ability to respond well to constructive criticism

Summer Focus (20 hours a week: May- August)

During the summer you will be responsible for brainstorming, planning and completing concrete plans for the upcoming year for all events. You are expected to have plans for at least one event a month. You will also be required to work with the Vice President Campus Connections, General Manager and Communications Officer to ensure effective promotion for the year. You will also promote and advertise events throughout the year and develop training packages for all Frosh Week and Frost Week. These hours are to be full filled between the hours of 9:00am to 4:00pm Monday to Friday.

Academic Year Focus (10-15 hours a week: September- April)

During the Academic year you will be responsible for implementing the event plans developed in the summer. You will also be responsible for promoting and advertising all AUSU events to include but not limited to: selling tickets, handing out flyers, interacting with students, posting posters and calendars around campus for at least 2 weeks prior to any AUSU event as per Advertising Procedure.

Other Duties for AUSU Executives

Attendance is expected of AUSU Executives at events and programs that support AUSU initiatives. These hours are flexible and are required to be filled between the hours of 9:00 am to 4:00 pm Monday through Friday and some evenings. These are paid positions with Extended Health & Dental Benefits. Remuneration is \$15.00 an hour, with in lieu hours instead of paid overtime.

Vice President Campus Affairs

The role of the Vice- President Campus Affairs is to be the main contact for campaigns and academic matters with all students.

Reporting to the Board of Directors, the main duties of the Vice President Campus Affairs are, but not limited to the following:

- To assist the President in the regular execution of duties and also act as president in his/her absence.
- To maintain public awareness of AUSU as well as all the Campaigns it runs
- To be a signing officer of AUSU in accordance with Op1 Finance Policy.
- To maintain membership on any University or AUSU committees that may pertain to equity, diversity or issue based Campaigns.
- To ensure that matters of security, safety, health and sexual violence are addressed.
- To promote equity on campus.
- To establish relationships with AU Administrative Departments; and
- To liaise with the Algoma University Residence Coordinator and the Algoma University Athletic Director on a regular basis.
- To sit on and act as the Chair of the AUSU Campaigns Committee and AUSU Academic Affairs Committee and to ensure the development of the program throughout the year
- To follow through and implement all plans laid out for Campaigns and other programs as set out previously with the General Manager
- To be responsible for coordinating AUSU campaigns events
- To work with the Vice President Student Life to ensure effective promotion and advertising of all AUSU activities and events on all social media avenues
- To work with the Communications Officer in developing an advertising plan for special events and programs for the year
- To sit on any Algoma University Committee, when required, representation must follow the spirit of decision made by the Executive and the Board of Directors
- To attend all meetings of the Executive with the understanding that two consecutively missed meetings without approval may be grounds for termination.
- To prepare an annual report for their successor, ensuring a smooth transition for the succeeding Vice President Campus Affairs.
- To assist any Board or Executive or Staff member when required
- To complete other duties as required
- To attend weekly executive committee meetings and monthly board meetings.

Additional Desired Skill Sets:

- Professional written, verbal communication
- Ability to reach target audience (Students)
- Ability to multi-task, working on more than one project at a time
- Ability to take direction and provide leadership accordingly

- Possess the necessary conflict resolution and problem solving skills
- Strong creative skills
- Outgoing and approachable

Summer Focus (20 hours a week: May- August)

During the summer, you will be responsible for brainstorming, planning and completing, concrete plans for the upcoming year, for all Awareness Weeks and Campaigns. You are expected to have plans for at least one Awareness Week or Campaign a month. You will also be required to work with the Vice President Student Life, General Manager and Communications Officer to ensure effective promotion for the year.

Academic Year Focus (10-15 hours a week: September- April)

During the Academic year, you will be responsible for implementing Awareness Weeks and Campaigns developed in the summer. You will also be responsible for promoting and advertising all AUSU events on all social media avenues for at least 2 weeks prior to any AUSU event, Awareness Week or Campaign, as per Advertising Procedure.

Other Duties for AUSU Executives

Attendance is expected of AUSU Executives at events and programs that support AUSU initiatives. These hours are flexible and are required to be filled between the hours of 9:00 am to 4:00 pm Monday through Friday and some evenings. These are paid positions with Extended Health & Dental Benefits. Remuneration is \$15.00 an hour, with in lieu hours instead of paid overtime.

Brampton Campus Coordinator

The duties and responsibilities of the Brampton Campus Coordinator shall include, but not be limited to:

- Shall be responsible for developing, coordinating and administering the AUSU communication and marketing strategies in conjunction with the AUSU Executive Committee to maximize member's awareness of the AUSU, its objectives and service, events and campaigns.
- Shall act as the liaison between AUSU Brampton, its members and AUSU Board at SSM; and
- Shall be a signing officer of the AUSU Brampton bank account; and
- Shall develop an annual operating budget for the Brampton Campus in coordination with the Executive Committee; and
- Shall co-ordinate the programming and delivery of all AUSU events at the Brampton Campus; and
- Shall be responsible for working with the Executive Committee to ensure that all Brampton events/campaigns are planned and run smoothly; and
- Shall be responsible for working with the Treasurer and AUSU staff General Manager to ensure all bank statements, income and expenses are kept in an organized manner and sent to AUSU SSM on a monthly basis for bookkeeping; and
- Shall perform any other duties that are in the best interest of AUSU, as approved and/or mandated by the Board, its By-laws, policies and/or members.

Other Duties for Satellite Campus Coordinators

- Attendance is expected of AUSU Satellite Campus Coordinators at events and programs that support AUSU initiatives at their respective campuses. The chosen candidates are expected to fill 6-15 hours per week; service will be required from May 1st 2020 to April 30 2021. These hours are flexible and are typically required to be filled between the hours of 9:00 am to 4:00 pm Monday through Friday, and some evenings. These are paid positions with Extended Health & Dental Benefits. Remuneration is \$14.00 an hour, with in lieu hours instead of paid overtime.

Timmins Campus Coordinator

The duties and responsibilities of the Timmins Representative shall include, but not be limited to:

- Shall be responsible for developing, coordinating and administering the AUSU communication and marketing strategies in conjunction with the AUSU Executive Committee to maximize member's awareness of AUSU, its objectives and service, events and campaigns.
- Shall act as the liaison between AUSU Timmins, its members and AUSU Board at SSM; and
- Shall be a signing officer of the AUSU Timmins bank account; and
- Shall develop an annual operating budget for the Timmins Campus in coordination with the Executive Committee; and
- Shall co-ordinate the programming and delivery of all AUSU events at the Timmins Campus; and
- Shall be responsible for working with the Executive Committee to ensure that all Timmins events/campaigns are planned and run smoothly; and
- Shall be responsible for working with the Finance Intern and General Manager to ensure all bank statements, income and expenses are kept in an organized manner and sent to AUSU SSM on a monthly basis for bookkeeping; and
- Shall perform any other duties that are in the best interest of AUSU, as approved and/or mandated by the Board, its By-laws, policies and/or members.

Other Duties for Satellite Campus Coordinators

- Attendance is expected of AUSU Satellite Campus Coordinators at events and programs that support AUSU initiatives at their respective campuses. The chosen candidates are expected to fill 6-15 hours per week; service will be required from May 1st 2020 to April 30 2021. These hours are flexible and are typically required to be filled between the hours of 9:00 am to 4:00 pm Monday through Friday, and some evenings. These are paid positions with Extended Health & Dental Benefits. Remuneration is \$14.00 an hour, with in lieu hours instead of paid overtime.