

We're looking for you.



Position title: **Vice-President University Relations and Services (acting)**
Compensation: Up to \$1,300.00 per month
Term: April 7 – May 31, 2017
Reports to: CSU board of directors

Role description

The vice-president of university relations and services (acting) is responsible for providing strategic direction, leadership, and vision in the development and delivery of member services; they also maintain the relationship between the Capilano Student Union and the university. As a non-voting member of the board and the executive, they are accountable for the governance of the Capilano Students' Union as a whole. The successful candidate can expect to contribute about 20 hours per week to their appointed duties.

Duties and responsibilities

In particular, the acting vice-president of university relations and services (acting) has the following duties and responsibilities:

- coordinate nominations to university bodies to which student representation is provided
- liaise with the CSU board of directors on academic issues
- provide leadership in the development of the organization's academic policy positions
- provide high-level direction and leadership with respect to student spaces
- represent the CSU at university functions, such as convocation
- serve as the CSU representative at the Capilano University Alumni Association
- provide leadership in the research, development, and monitoring of services to the membership
- liaise with the Capilano Faculty Association (university faculty union) and the Movement of United Professionals (university staff union)
- attend all meetings of the university board of governors and senate
- develop and strengthen the relationship between the CSU and the university

As a non-voting member of the executive committee, the vice-president of university relations and services (acting) must also:

- support the planning and coordination of the board's orientation
- lead the development and renewal of the organization's strategic plan
- report to the board of directors at each regularly scheduled meeting
- be available for consultation with management on human resources matters
- support the development of the annual budget, in consultation with management
- monitor CSU compliance with health and safety and privacy legislation
- review the performance of the organization's communications and engagement strategies
- other duties as assigned by the board of directors

Qualifications

- be a self-starter and a critical thinker
- ability to work independently and in a team
- have a positive and upbeat attitude
- able to provide and accept constructive criticism from groups, such as committees and boards
- previous involvement and experience at the CSU union is considered an asset

Appointment requirements

You must be a member of the Capilano Students' Union for the entire length of the appointment – i.e., you must, in the current or previous semester, be registered in at least one (1) credit course and have paid CSU fees. The successful candidate shall be appointed by resolution of the board of directors, at the sole and exclusive discretion of the board. **Please note that this posting is for an acting officer of the students' union, and the appointed candidate is not considered an "employee."**

Please submit a cover letter and résumé to the attention of Sacha Fabry, president, at appointments@csu.bc.ca. Please include the subject header "Search: VP University Relations & Services" in all of your correspondence to us.

Please apply by 8:00 a.m. on Friday, April 7, 2017