

Position Description: Vice-President Professional Faculties [2024-25]

POSITION:	Vice-President, Professional Faculties
REPORTS TO:	UTSU Board of Directors
JOB TYPE:	Part-Time Hourly - 10 hours/ week
TERM LENGTH	1 year term, April 1 20XX to May 15 20XX
HIRING SALARY	\$25/hour subject to adjustments for the upcoming year

POSITION SUMMARY

The University of Toronto Students' Union (UTSU)'s Vice-President Professional Faculties is an elected student leadership position. The Vice-President Professional Faculties (VP PF) is responsible for ensuring that the UTSU's activities, campaigns, and programs considers the unique context of the University of Toronto's Professional Faculty students from: Applied Science and Engineering, Architecture and Visual Studies, Dentistry, Kinesiology and Physical Education, Law, Medicine, Music, and Nursing programs. Because the VP PF is positioned to consider the unique needs of students from these programs, it is a requirement that the VP PF be a member of a professional faculty themselves.

ACCOUNTABILITY

The VP PF is a leader in the following areas: Professional Faculty Engagement and Support, Governance & Administration, and Team Leadership & Collaboration. This is an Executive role that reports to the Board of Directors. The VPF may have direct reports for whom they are accountable for supervising, from time to time. As a member of the Executive Committee, they report to the UTSU Board of Directors, and are accountable to the President as chair of the Executive Committee.

The VPPF has a commitment to upholding the values and principles of equity, diversity, inclusion and belonging. Specifically, the VPPF considers issues of access, anti-racism and anti-oppression, gender-justice, Indigenous reconciliation and acknowledgment, anti-poverty, and other issues of inequity as such issues relate to student leadership and the broader St. George campus community.

KEY RESPONSIBILITIES

The key responsibilities outlined below are interpreted as being descriptive in nature and are not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Professional Faculty Engagement and Support

- Research and become familiar with issues affecting Professional Faculty students, and collaborate with the Executive Committee and staff members to develop responses and interventions
- Engage with student society leaders across professional faculties to understand their needs and experiences.
- Write and produce reports - in collaboration with the Executive Committee - on issues affecting Professional Faculty Students

- Conceptualize, plan, and collaboratively coordinate community building events and opportunities for Professional Faculty Students, such as a the Professional Faculty Headshot event
- Act as an advocate to professional faculty students, and voice their concerns to appropriate University administrators
- Respond to individualized concerns of students from Professional Faculties, or redirect their inquiries as appropriate
- Engage with Professional Faculty (Division II) Directors on an ongoing basis to understand the needs of their constituents

Governance & Administration

- Maintain in depth knowledge and awareness of the UTSU's governance processes, include the administration and procedures of meetings of the board
- Attend the monthly Board of Directors meetings and report on the progress of the Professional Faculties portfolio
- Coordinate special projects, draft presentations, and other materials for board and governance meetings, as applicable
- Participate in relevant committees of the Board of Directors, as directed
- In coordination with any direct reports, ensure correspondence to the VP Professional Faculties is managed, responded to, or redirected in a timely fashion
- Keep careful records of work and progress in Professional Faculty activities efforts to support knowledge transference from year to year
- Perform any other such duties as directed by the Bylaws and the Board of Directors

Team Leadership & Collaboration

- Maintain ongoing communication with the Executive Committee, direct reports, or other UTSU staff members with whom you work closely, on the status of your work
- Attend team and staff meetings, as applicable
- Actively seek out opportunities to collaborate and work with others to further shared goals
- Support the sharing of information and knowledge across the UTSU to ensure that student needs, student voice, and student engagement are embedded in organizational and team decision-making
- Integrate equity, diversity, inclusion, and belonging principles into day-to-day engagement with other staff members

DIVISION OF DUTIES AMONG EXECUTIVE COMMITTEE

Each elected Executive Committee member holds individual responsibility and accountability for their own portfolios. However, job descriptions will also contain overlaps and redundancies between Executive Committee members, due to the flexible and collaborative nature of the position. Executive Committee members are expected to work with each other, in good faith, to negotiate any overlaps in responsibilities and delegate them accordingly. It is encouraged that this is done in line with the interests and priorities of each individual, taking into account the team leadership and fiduciary responsibilities of the President and Vice-President, Finance & Operations.

OPERATIONAL STANDARDS

The VP PF's term begins on May 1 and concludes on April 30 the following year. Prior to May 1, there is a transition period from April 1 to May 1, during which hours are variable and flexible, and contingent on Executive availability. Additionally the needs of the position may occasionally require work early mornings, nights, or weekends. Local, provincial, or federal travel may also be required.

The general time commitments of the position are as follows

- Full-time with an expectation of work 40 hours per week, though hours can vary and may go above 40 hours during periods of high organizational need.
- General availability during the core hours of operations (9:00am to 5:00pm, Monday to Friday), though hours may vary depending on time of year and project needs
- Work is mainly completed seated, at a desk, using a computer.
- The UTSU operates in a hybrid model, with a requirement to occasionally work in-person at the Student Commons at 230 College Street (or attend events/initiatives offsite as applicable), as well as work remotely.
- Elected executives must be available to work for the in-person onboarding period for the month of May, which will be held at the Student Commons.
- An individual holding this elected office cannot simultaneously hold other full-time opportunities (including but not limited to: another full-time employment, internship, co-op, research, or study abroad opportunity).

KEY QUALIFICATIONS

- Is an eligible member of the University of Toronto Students' Union, eligible to work in Canada.
- Strong interpersonal and relationship management skills
- Superior project management and time management skills
- Ability to work independently with minimal supervision and effectively as part of a team, in a dynamic work environment.
- Strong communication skills, including written, verbal and presentation skills, with the ability to deal effectively with all levels of the organization, program partners, political representatives, and community members.
- Previous experience with student groups, engagement work, research and report-writing, and campaign planning are considered to be an asset

LEARNINGS & BENEFITS

Throughout your term, you can expect to gain the following skills/ experiences:

- Leading, developing, and supporting campaigns for change
- Collaboration & stakeholder relations skills & experiences
- Leadership & management skills
- Public speaking & debate skills
- Event management and coordination
- Gain an in-depth knowledge of the workings of the UTSU and the University of Toronto
- Training & professional development opportunities, tailored to the individual role

IMPORTANT DATES:

- April 1 - 30 : Available for approximately 5-10 hours per week for initial transition meetings, taking into consideration your school schedule

- May 1 to 22 : Available 40 hours per week, Monday to Friday, from 9:00am to 5:00pm for onsite onboarding
- May 23-25 : Available for an offsite retreat for connection and planning