

Position Description: Vice-President Public & University Affairs [2024-25]

POSITION:	Vice-President Public & University Affairs
REPORTS TO:	UTSU Board of Directors
JOB TYPE:	Full-Time Hourly - 40 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 Vice-President, Public & University Affairs (VP PUA) is an elected student executive position. The VP PUA is responsible for facilitating and coordinating the advocacy activities of the University of Toronto Students' Union (UTSU), and works to ensure that advocacy campaigns and activities are representative of the needs and interests of UTSU members. The VP PUA is a member of the Executive Committee of the UTSU, and represents the UTSU in a number of spaces relating to advocacy and external stakeholder relations.

ACCOUNTABILITY

The VP PUA has accountability for responsibilities in the following areas: University Affairs, Public Affairs, Governance & Administration, and Team Leadership & Collaboration. The VP PUA may have direct reports who they supervise, 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 VP PUA has a commitment to upholding the values and principles of equity, diversity, inclusion and belonging. Specifically, the VP PUA 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 to 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.

University Affairs

- Serve as the UTSU representative on University of Toronto Councils or Committees, as appointed by the Executive Committee or UTSU Board of Directors
- Research & maintain knowledge of governance and policy processes at the University of Toronto St. George Campus
- Engage regularly with University of Toronto St. George campus student governors
- Support student inquiries regarding individual academic issues or challenges
- Maintain an awareness of and relationships in areas of issue and concern for professional faculties

- Maintain knowledge of possible interventions or responses to situations relating to academic advocacy or advising
- Solicit feedback, on an ongoing basis, from students on the impacts of university policy, process, and culture on their day-to-day experience
- Strategize, develop, and coordinate - alongside with the President, other members of the Executive Committee, Staff, and applicable Board Committees - campaign, lobbying, and advocacy responses to issues affecting students.

Public Affairs

- Support the President in public relations activities by maintaining awareness of public relations and affairs that impact the St. George Campus community, and strategize with the President to develop appropriate stances and responses.
- Alongside the President, serve as a point of contact at the UTSU for other Canadian university and college student unions
- Represent the UTSU on the Ontario Executive Committee for the Canadian Federation of Students (CFS) Ontario, and as applicable, other external committees relevant to student government
- Collaborate with key stakeholders to lobby municipal, provincial and federal governments on issues affecting students
- Participate in the Undergraduates of the Research Intensive Universities (UCRU) annual lobby week with federal government representatives
- Attend and represent the UTSU, as needed, in other advocacy conferences or events across Canada
- Ensuring research and issue-raising is approached with due-diligence, that advocacy activities are considered for feasibility, and that an evidence-informed approach is taken when gathering information on key issues

Governance & Administration

- Undertake research and provide analysis for the purposes of developing advocacy strategies, guidelines, and knowledge development and transfer
- Attend the monthly Board of Directors meetings and report on the progress of the PUA portfolio
- Serve on the UTSU Campaigns & Outreach Committee, and other UTSU committees as directed by the Board of Directors
- In coordination with any direct reports, ensure correspondence to the VP PUA is managed, responded to, or redirected in a timely fashion
- Keep careful records of work and progress in advocacy and affairs 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 advocacy efforts 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 VPPUA'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 University of Toronto student society experience, familiarity with university governance & policy, or previous experience with government lobbying and issue-based advocacy 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
- Improved advocacy and lobbying skills
- Collaboration & stakeholder relations skills & experiences
- Leadership & management skills
- Public speaking & debate skills
- 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