

Position Description: Vice-President Student Life [2024-25]

POSITION:	Vice-President, Student Life
REPORTS TO:	UTSU Board of Directors
JOB TYPE:	Part-Time Hourly - 25 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 Student Life is an elected student leadership position. The Vice-President Student Life (VPSL) is responsible for facilitating opportunities for student members of the UTSU to engage in student and campus life, primarily through the delivery of engaging events and the administration of student groups. They identify opportunities to enhance student experience, and collaborate with the Executive Committee to support their outreach and engagement efforts.

ACCOUNTABILITY

The VP SL is a leader in the following areas: Student Group Engagement & Administration, Student Events & Campaigns, Governance & Administration, and Team Leadership & Collaboration. This is an Executive role that reports to the Board of Directors. The VPSL 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 VPSL has a commitment to upholding the values and principles of equity, diversity, inclusion and belonging. Specifically, the VPSL 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.

Student Group Engagement & Administration

- Lead and administer, with the support of UTSU staff, the UTSU's Club Recognition process, which provides clubs with funding, promotion support, and resources
- Ensure student group leaders access and complete necessary training in order to meet recognition requirements
- Drive the UTSU's overall strategy to engage student groups, by developing initiatives that engage and promote the multitude of student groups on campus

- Leverage access and connection to student groups to drive student engagement in other aspects of the UTSU's work (including campaigns, governance, and services)
- Identify ongoing opportunities to seek feedback from student groups on the efficacy of our processes, and the value of our services
- Develop and maintain awareness and understanding of related student group policies, strategies, and governance, and propose changes to these policies/processes as applicable from year to year
- Create opportunities for clubs to engage with the larger student body and support positive experiences for club members

Student Events & Campaigns

- With the support of UTSU Executive, staff and stakeholders, collaboratively develop and deliver key marquee Student Life Events over the course of the year, including Weeks of Welcome (Orientation, Frost Week) Unity Ball, Club Fairs, Professional Faculty events, Equity Awareness events, and others
- Ensure that events are planned and coordinated thoughtfully to meet student needs, in close collaboration with the Events Coordinator
- Lead and advise on event themes and promotions strategies, with the support of the Outreach & Engagement team
- Ensure all events are appropriate, safe, and inclusive for all students to attend
- Engage event volunteers to support event delivery
- Secure, with the support of UTSU staff, event partners and sponsors to ensure wide reach

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 Student Life 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 Student Life is managed, responded to, or redirected in a timely fashion
- Keep careful records of work and progress in student life 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 VPSL'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, event creation & coordination (including financial aspects of event planning), pursuing event partnerships or sponsorships, or conducting engagement activities 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