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| MSU-logo-2001 | Job Description  Part-Time Staff |

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| **Position Title:** | **Associate Vice-President (Services)** |
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| **Term of Office:** | May 1 to April 30 |
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| **Supervisor:** | Vice-President (Administration) |
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| **Remuneration:** | C5 |
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| **Hours of Work:** | 12-14 hours per week |

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| **General Scope of Duties** |
| The Associate Vice-President (Services) is primarily responsible for chairing the Student Representative Assembly (SRA) Standing Committee on Services and any directly related ad-hoc committees of the SRA, requiring the coordination and completion of Service reviews which strive to improve upon the operation and outreach of MSU Services which are being reviewed. Through these reviews, the. Additionally, the Associate Vice-President (Services) is responsible for advising the Executive Board on the long-term direction for MSU Services. Furthermore, the Associate Vice-President (Services) shall meet with Service Part-Time Managers for Services that are being reviewed to discuss the direction of the report and final recommendations. The Associate Vice-President (Services) shall make recommendations to and advise the Vice-President (Administration) and the Executive Board in matters relating to Services. They will also be responsible for attending meetings that are relevant to their portfolio as advised by the Vice-President (Administration). |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Committee Work | 50% | * Chair meetings of the SRA Standing Committee on Services and, where necessary, any relevant ad-hoc committees on a regular basis. * Create and carry out thorough reviews of MSU Services on a rotating schedule. * Regularly report to the SRA, the Executive Board, and the Vice-President (Administration) with regards to Service Reviews and other projects. * Assist other MSU staffers as necessary in areas relevant to the Services portfolio. * Ensure minutes and meeting records are taken and submitted to the Executive Assistant and Administrative Services Coordinator within two weeks of meetings. * Prepare a detailed year plan submission for the SRA with regards to committee work. * Notify, in writing, members who are within one meeting of losing their committee seat |
| Consultation & Advisory Role | 30% | * Consult with the Vice-President (Administration) on matters relating to their area of responsibility * Consult with Part-Time Managers to carry out thorough and unbiased reviews of Services. * Assist the Vice-President (Administration) with other projects and duties, as assigned. * Seek consultation and advice from the Vice-President (Administration) on matters of policy, procedure, and assembly business. * Advise and seek advice from the Executive Board and other relevant bodies as required. |
| Communications Function | 10% | * Inform committee members of their responsibilities on the committee. * Inform committee members of meeting time, location, and where to find relevant information. * Maintain strong communication channels with the Vice-President (Administration) and other stakeholders. |
| Administrative Function | 5% | * Create agendas for committee meetings. * Record meeting minutes and post to the MSU website in a timely manner. * Submit reports to the SRA as advised by the Vice-President (Administration) and the Executive Assistant and Administrative Services Coordinator. * Maintain contact lists for committee members. |
| Other | 5% | * Provide transition for incoming Associate Vice-President (Services). * Recruit committee membership from a variety of sources in the undergraduate population. * Other activities and/or responsibilities as directed by the Vice-President (Administration), where appropriate. |

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| Qualifications |

#### Certification(s)/Affiliation(s)

* Current McMaster Undergraduate student
* Current MSU member

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| **Knowledge, Skills and Abilities** |
| * Knowledgeable in scope and focus of the SRA Standing Committee on Services. * Knowledgeable of parliamentary procedure, MSU Constitution, Services, and policies. * Understanding of the MSU legislative process and the complexities of policy creation. * Strong research and critical thinking skills. * Ability to make reasoned and impartial decisions. * Ability to communicate clearly and succinctly and to moderate debate. * Ability to effectively chair meetings. * Strategic planning abilities. * Ability to work both independently and in a team. * Ability to carry out research projects from start to finish. * Detail focused, logistically-minded. * Strong time management and organizational skills. |

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| **Effort & Responsibility** |
| * Effort required to consult with all stakeholders affected by a change to an Operating Policy. |

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| **Working Conditions** |
| Job Pressure  * Hours of work are variable. * Time demands may exceed stated hours of work during a week and may be balanced during the following week. * Duties to establish and maintain professional connections on- and off-campus may result in high social pressures. * Frequent consultations with various parties may require occupationally or morally difficult compromises.  Work Environment  * Access to shared work-space in the MSU Committee Room. * Colleagues often exude a high degree of passion surrounding their work. |

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| **Training and Experience** |
| Provided  * Online EOHSS modules. * Microsoft Office 365 use and navigation. * Accessibility and disability inclusion. * Anti-racism/anti-oppressive practices. * 2STLGBQIA+ inclusivity. |
| **Equipment** |
| Workstation  * Personal computer. * Full Microsoft Office 365 access. * Meridian Telephone system with voicemail, where appropriate. * Limited free printer/photocopier access. |