



# JOB DESCRIPTION

Part Time Staff

**Position Title:** Assistant to Presidential Affairs

**Term of Office:** May 1 to April 30

**Supervisor:** President

**Remuneration:** TBD

**Hours of Work:** TBD

## General Scope of Duties

The Assistant to Presidential Affairs is primarily responsible for conducting research and data collection on a special assignment basis related to ongoing Presidential affairs. Research will include primary, and/or secondary research gathering, as well as potential consultations internal, and/or external to MSU stakeholders. Research will be conveyed report style for the information to be used by the President. In relation to the information gathering, the Assistant to Presidential Affairs may be brought along to critical meetings, requiring punctuality, professionalism, and quick decision making. Critical conversations will be had with the MSU President in preparation for meetings, at meetings, and in judgment making situations. Much of the job is special projects based at the discretion of the President.

## Duties & Responsibilities

### Special Projects Research & Reports (60%)

- Pull together information on a special assignment basis pertaining to various topic matters surrounding the MSU, or McMaster University.
- Develop resource materials and/or reports to aid in constructing, formulating, defending, and proving potential arguments and debate points.
- Support the President in providing relevant and in-depth information on requested topics and issues.
- General MSU bylaw and policy review, keeping up to date with internal governance.
- Independent research and consultative research will be necessary in many cases.
- Communication with various stakeholders and involved parties.
- Keeping current on relevant information pertaining to the MSU and the Presidents office.

### Administrative Meetings & Consultation (25%)

- Attend meetings alongside the President on a per invitation basis, or in place of the President upon request as an official representative with potential stakeholders in the MSU, McMaster University administration, and/or other external stakeholders.
- Note taking during important meetings and information compiling afterwards.
- General information organizing and data cleanup (basic word or excel).
- Contributing to meetings with meaningful/impactful information, as produced in reports leading

up to such meetings.

### **Critical Analysis (10%)**

- Provide aid to the President and other potential team members (as advised by the President) in discussion and debate towards meaningful decisions pertaining to the MSU.
- Creative idea generation.
- Developing assessment and review procedures, before, during and after goal planning.

### **Other (5%)**

- Other duties as directed by the President.
- Attending training sessions and events as an MSU representative when required.

## **Requirements & Expectations**

### **Knowledge & Skills**

#### **Knowledge**

- Knowledgeable of (or willing to learn) parliamentary procedure, MSU Constitution, Operations, Bylaws, policies and bylaws.
- Knowledgeable of (or willing to learn) the MSU legislative process and the complexities of policy creation.
- Knowledgeable of the scope of the Presidents role.

#### **Skills**

- Skilled in research, information gathering, critical thinking, and report writing.
- Skilled in making reasoned and impartial decisions.
- Skilled in communicating clearly and succinctly to moderate debate.
- Skilled in working both independently and in a team.
- Skilled in carrying out research projects from start to finish.
- Skilled in self-motivation and self-starting initiatives.
- Skilled in organization, punctuality and timeliness in a professional manner.

### **Qualifications**

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

- Current McMaster undergraduate student.
- Current MSU member.

### **Effort**

#### **Visual Effort**

- Effort required to spend multiple hours a day using electronic devices.
- Effort required to review bylaws and policies external from the MSU (ie. McMaster).

#### **Mental Effort**

- High degree of mental effort required to balance multiple concurrent responsibilities, projects and commitments.
- Effort required to consult with all stakeholders affected by any changes.
- Effort required to work independently when necessary.

### **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.
- There will be regular work with notable individuals requiring quick thinking, strong speaking skills, and quick judgment.
- Decisions made may not always align with personal beliefs or views.

### **Work Environment**

- During work hours, most time will be spent with the President in the Presidents office, and at various meeting spots during meetings. There will be some remote work from time-to-time.
- Hours will be variable from week to week with inconsistency and will most commonly take place between the standard 9:00-5:00 work hours.
- Access to shared workspace in the MSU Committee Room.
- Colleagues often exude a high degree of passion regarding their work.

## **Training & Experience**

### **Preferred**

- Awareness and understanding of the MSU and its services within McMaster and greater Hamilton community.
- Experience as a volunteer/employee with an MSU Service, or the SRA is an asset.

### **Provided**

- Online EOHSS Modules
- Microsoft Office 365 use and navigation
- Accessibility and disability inclusion
- Anti-racism/anti-oppressive practices
- 2STLGBQIA+ inclusivity

## **Materials & Equipment**

### **Workstation**

- Personal computer
- Full Microsoft Office 365 access
- Meridian Telephone system with voicemail, where appropriate
- Limited free printer/photocopier access