Vice-President

Reports to: The President

Jobs Reporting (Job Titles): None

Location: Main Office

Term: May 1 – April 30

Wage: 30 hours/week at $31.93

General

- Assist the President in providing leadership for the Association, both internally and externally.
- Abide by and uphold the mission, vision, and values, and the bylaws and policies of the Association.
- Promote high morale throughout the Association by serving as a role model for equity and inclusivity.
- Support the professional development of graduate students, Association staff, and Association volunteers.
- Promote the physical and mental health of graduate students, Association staff, and Association volunteers.
- Through proactive recruitment efforts and succession planning, contribute to maintaining a sustainable line of exemplary leaders in the Association.
- Hold regular office hours for meetings with graduate students, Association staff, and Association volunteers.
- Attend meetings of the Association staff and consult and advise thereat.

Vision & Leadership

- At the request of the President, assist in the development, execution, monitoring, evaluation and reporting of and on an annual work plan for the Association.
- At the request of the President, assist in the development, monitoring, and reporting of and on an annual budget for the Association.
- Advise the President on potential nominees to advocate on behalf of the Association to the University through seats on University committees and other University bodies that make decisions or that advise on decisions that affect graduate students.

Advocacy
- Advocate on behalf of the Association to the University at a senior level through seats on the Graduate Student Relations Committee, the Graduate Student Support Advisory Committee, and the Student Services Advisory Committee.
- On the nomination of the President and as appointed by the Council, advocate on behalf of the Association to the University on policy-drafting committees, search and hiring committees, and other senior level ad-hoc committees.
- At the direction of the President, advocate on behalf of the Association to the Canadian Alliance of Student Associations, the Ontario Graduate Student Alliance, and Kitchener-Waterloo Town & Gown Committee.

**Association Governance**

- Keep the Association’s governing bodies informed of and proactively consult them on advocacy matters.
- Brief, consult, and advise the Council and the Council Executive Committee on social, political, and academic issues and decisions affecting graduate students.

**Special Projects**

- At the request of the President, assist with special projects approved by the Executive Committees of the Council and/or the Board of Directors.

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**Nature and Scope**

**Interpersonal Skills:**

- Strong communication skills; works as part of a team and collaborates with colleagues; interacts with persons of various social, cultural, economic, and educational backgrounds; acts in a diplomatic manner; and establishes and maintains strong working relationships.

**Level of Responsibility:**

- Senior leadership, reporting to the President.

**Decision-Making Authority:**

- Decision-making authority as assigned in this job description and as otherwise delegated from time to time by the President.

**Physical and Sensory Demands:**
• Minimal demands typical of a senior position operating within an office environment.

Working Conditions:

• Exposed to stress and pressure associated with senior level responsibilities. Involves moderate psychological risk resulting from unavoidable exposure to hazardous, disagreeable or uncomfortable environmental conditions.
• There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control and constant interruptions (e.g. phone calls, e-mails and unplanned but urgent support requests, varying student volumes at different times of year). Over hours (more than 30 per week) must be approved by the Chair of the Board.

Vacation

• Two weeks of paid vacation are allotted per year.