



## **Vice President Academic** Employment Opportunity

The Saint Mary's University Students' Association (SMUSA) is a not-for-profit organization that provides services, support, advocacy, and representation to the students of Saint Mary's University. Our vision is to ensure the highest quality of life for Saint Mary's students.

As Vice President Academic, you will play a key role in advancing the academic interests of the students of Saint Mary's University. You will support students undergoing academic challenges and will serve as SMUSA's primary student advocate on appeal committees and hearings. Further, you will serve on various university committees regarding academics, specifically on the University Senate and its sub-committees. The mandate of the Vice President Academic includes research on academic issues and the preparation of recommendations for members of the University community. In this role, you will be the association's policy expert and the primary contact for students seeking guidance on a policy's content and procedures. In terms of campus involvement, you will facilitate student outreach in order to inform SMUSA's academic positions.

### Position Responsibilities

- Work under the direction of the President to represent the academic interests of students.
- Build relationships within Saint Mary's University with a focus on Faculty members and members of the university administration.
- Engage in student outreach pertaining to academic matters. This can include connecting with faculties and facilitating student workshops and professional development opportunities.
- Conduct research for the benefit of the Association's academic priorities.
- Develop an understanding of academic rules and policies in order to act as an expert advisor on academic issues.
- Manage the SMUSA Tutor Network and Experiential Learning Fund.
- Attend relevant committee meetings as assigned.
- Be familiar and well-versed with all Association and university governing and operational policies.
- Relevant policies include, but are not limited to: Student Code of Conduct, Academic Calendar and Regulations.

- Prepare reports and position papers alongside the President in order to provide academic recommendations to the university.
- Advance equity issues as they related to a student's academic experience.
- Any other duties relevant to the position as assigned by the President.

## Requirements and Skills

- Candidates must be a registered Saint Mary's student for the 2020-2021 academic year.
- Passionate about student issues and representing/advocating on behalf of students.
- Engaged, outgoing, self-motivated, and driven individual.
- Well-organized and adaptable individual, confident in a collaborative and fast-paced work environment.
- Knowledge of university academic rules and regulations.
- Strong interpersonal communications skills.
- Strong oral and written communication skills in order to effectively advocate for students and prepare policy recommendations.
- Experience working with various campus stakeholders, including administration, faculty, and other staff.
- Policy development and research experience.
- Strong research skills.

## What We Offer

- Leadership development opportunities.
- Flexible work arrangements based on course schedule.
- Learning and skill development opportunities.
- U-Pass and Health and Dental Plan.

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**Position Term:** May 1st, 2021 - April 30th, 2022

**Deadline for Application:** March 31st, 2021

If this sounds like something that interests you, we'd love to talk to you! **Please submit your resume and cover letter via email to [karla.hodge@smu.ca](mailto:karla.hodge@smu.ca) with the subject line "SMUSA VP Academic" no later than 11:59 PM on March 31, 2021.** Applications must include a one-page cover letter accompanied by a resume and contact information of the applicant including two (2) references. Any questions regarding this job posting may be addressed to Karla Hodge via email. We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted.

The Saint Mary's University Students' Association welcomes the contributions of individuals from traditionally marginalized communities, as outlined under the prohibited grounds for discrimination in the Nova Scotia Human Rights Act, bring to our organization. These include racialized people; Indigenous people, womxn, lesbian, bisexual, gay, transgender, and queer people, and people with disabilities. We encourage all applicants to self-identify in their application if they are a member of a marginalized community.