

**Reports to:** Vice President, External Affairs

**Supervises:** None

**Position title:** External Affairs [U-Pass & Research](#) Commissioner

**Employee status:** Term, Appointed

**Length of term:** 1 year (May 1, 201~~7~~<sup>5</sup> – April 30, 201~~8~~<sup>6</sup>)

**Hours per week:** 15

**Compensation:** Tier 1

**Date revised:** ~~May~~<sup>April</sup> 2017

## Position Purpose

The External Affairs [U-Pass & Research](#) ~~& U-Pass~~ Commissioner will assist the Vice President External Affairs research and lobbying efforts, with a focus on transit related advocacy issues. The Commissioner will also assist with gauging student interest, concerns about the U-Pass, transit access, affordability, etc.

## Duties and Responsibilities

- Assist VP External with research and lobbying efforts, such as but not limited to:
  - transit related advocacy issues: create dedicated bus lanes
  - student academic affordability
  - housing policy, etc.
- Assist with gauging student interest, concerns about issues on campus.
  - Such as U-Pass, transit access, affordability, etc.
- Oversees updates that need to be made to the AMS website
- Work with other external commissioners to coordinate U-PASS/transportation related events
- Attend U-Pass meetings with VP External, where necessary
- Respond to all UPASS inquiries from students
- Works with the AMS mission statement and values to operate a successful department
- Other duties as required

## Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
- Understanding of TransLink and transit service organizations
- Awareness of transit issues and Government policies affecting students at UBC
  - U-Pass, proposed transit-related initiatives, Bus Loop developments, etc.
- A Strong attention to detail
- Strong communication (written and verbal) skills
- Experience and understanding of transportation planning an asset
- Experience with issue-based advocacy organizations an asset
- Experience with writing technical and non-technical reports an asset

- Experience with policy research required
- Strong understanding of issues facing post-secondary students