



## Job Description

<b>Position title:</b>	<b>Associate Vice President, Academic and University Affairs</b>
<b>Reports to:</b>	Vice President, Academic & University Affairs
<b>Supervises:</b>	<del>None</del> — <u>University Affairs Commissioners</u>
<b>Employee status:</b>	Term, Appointed
<b>Length of term:</b>	May 1 – April 30 (1 year)
<b>Hours per week:</b>	20
<b>Compensation:</b>	Tier 2
<b>Date revised:</b>	April 2017 <del>5</del>

## Position Purpose

The office of the AMS Vice President, Academic and University Affairs is responsible for a diverse portfolio that addresses student representation to the university as well as academic policy and university governance. This position will be involved with several important projects and initiatives in the portfolio, including, but not limited to, the mid-course feedback, the exam database project, and the academic experience survey.

## Duties and Responsibilities

- Assist and advise the VP, Academic and University Affairs in carrying out their political and administrative duties, and other directives of AMS Council
- Write and research policy, position, and briefing papers on issues related to campus development, academics, and/or other key issues in the portfolio
- Sit on campus development or academic-related University and AMS committees, and working groups as directed by the VP, Academic and University Affairs
- Report on issues relating to issues pertinent to the portfolio to the VP, Academic and University Affairs and to council
- Develop a strong grasp on community and liaise with the appropriate bodies on designated issues
- Help organize and direct special events and/or long-term projects within the portfolio or at the discretion of the VP, Academic and University Affairs
- Work with staff in the office to achieve the goals and objectives of the portfolio
- Attend meetings as a proxy for the VP, Academic and University Affairs as determined necessary
- Work 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
- Past experience in policy development
- Strong writing and research skills

- Strong organizational skills
- Professional conduct
- Strong interpersonal and communication skills
- Interest in pursuing initiatives and lobbying priorities of the VP, Academic and University Affairs
- Event organization and preparation
- Knowledge of issues at UBC is useful but not required
- Ability to work independently and take initiative on projects