

## Campaigns and Outreach Commissioner

<b>Position title:</b>	<b>Campaigns and Outreach Commissioner</b>
<b>Positions available:</b>	1
<b>Reports to:</b>	Vice-President Academic and University Affairs
<b>Supervises:</b>	None
<b>Employee status:</b>	Term, Appointed
<b>Length of term:</b>	May 1st – April 30 <sup>th</sup> , 2017
<b>Hours per week:</b>	<u>2045</u>
<b>Compensation:</b>	Tier 1
<b><u>Last Revised:</u></b>	<u>September 2017</u>

### **Position Purpose**

The Campaigns and Outreach Commissioner will assist in carrying out political and administrative duties such as issues-based student and university-aimed campaigns, campus engagement strategies, and outreach to student groups, and other initiatives. This position will also assist the Vice-President, Academic & University Affairs with coordinating and facilitating meetings with campus student groups.

The position is best suited to a candidate with significant self-motivation, and an interest in student engagement with university and academic issues. Experience in promotions and event or campaign-planning is an asset. The candidate will work closely with the University Affairs Commissioners, the Associate Vice-President Academic & University Affairs, and the Vice President Academic & University Affairs to engage and consult students and advocate to the University.

### **Duties and Responsibilities**

- Sit on engagement, outreach, and issues-based UBC and AMS committees and working groups at the request of the VP, Academic & University Affairs
- Liaise with relevant indigenous groups on campus such as: UBC's First Nations House of Learning, UBC Access and Diversity, the UBC Equity Office, and Indigenous students' groups
- Report on issues relating to campus engagement at UBC
- Develop a strong grasp on issues such as current UBC policies under review or development, student affordability, housing rights, open educational resources, and diversity on campus.
- Help organize and direct special events, consultations, campaigns, and long term projects such as the Textbook Broke campaign, a communications plan for the Academic Experience Survey, student engagement campaigns surrounding university issues, and others.
- Organize the Annual Powwow and facilitate longhouse lunches hosted by the AMS
- Work with the AMS Executive, campus organizations, and off-campus groups to create partnerships and secure sponsorships
- Perform portfolio specific tasks

- Foster a strong team relationship which emphasizes teamwork and communication
- Assist in scheduling, organizing, and planning meetings and other administrative duties as required
- Attend meetings on behalf of the VP Academic & University Affairs as required
- 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
- Able to execute tasks quickly and efficiently; organized
- Confident public speaker
- Able to research and write high quality policy papers and briefing documents
- Experience in event-planning and program promotion preferred