



## Job Description

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

**Supervises:** None

**Position title:** External Affairs Research & Transit Commissioner

**Employee status:** Term, Appointed

**Length of term:** 1 year

**Hours per week:** 15

**Compensation:** Tier 1

**Date revised:** April 2017

## Position Purpose

The External Affairs Research & Transit 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; and work to answer student concerns about the U-Pass.

## Duties and Responsibilities

- Respond to U-Pass inquiries from students, including but not limited to exemption, eligibility, subsidies.
- Work with the Funds and Grants Administrator to approve U-Pass subsidies on a tri-annual basis.
- Work with UBC Enrolment Services to assist student inquiries regarding U-Pass.
- Assist VP External's advocacy efforts by conducting research projects, such as but not limited to:
  - transit related advocacy issues: Millennium Broadway Line Extension, bus route service improvements, pass-ups, transit accessibility
  - Other areas of research include post-secondary education affordability, housing policies, work-integrated learning, etc.
- Work with the External Affairs team to create and host U-PASS/transportation related events
- Attend U-Pass meetings with VP External, where necessary
- 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
- Strong understanding of issues facing post-secondary students
- 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 is required
- 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