



Job Description

Position title:	Academic Affairs Commissioner
Reports to:	Vice-President Academic and University Affairs
Supervises:	none
Employee status:	Term, Appointed
Length of term:	September 1st, 2016 - April 30th, 2017
Hours per week:	10
Compensation:	Tier I
Date revised:	March 2016

Position Purpose

The Academic Affairs Commissioner supports the lobbying work of the Academic and University Affairs Office. The Commissioner is responsible for research into select academic, teaching, and student support issues on which to advocate to and work with the University, and will provide updates and recommendations on these issues to the VP Academic. Potential research issues include flexible learning initiatives, mid-course feedback, undergraduate research, enhanced learning records and open educational resources. The candidate is also welcome to propose their own projects.

This position is best suited to a candidate with significant self-motivation, an interest in academic issues and academic policy, and a desire to learn more about how the university works. The candidate will work closely with the Associate Vice-President Academic and University Affairs and the Vice-President Academic and University Affairs to consult students and work with the University.

Duties and Responsibilities

- Create connections with relevant units within the university, including but not limited to service units within Student Development & Services and the Provost's Office
- Research topical academic issues
- Prepare reports on academic issues as requested
- Engage in advocacy towards the University under the direction of the VP Academic and University Affairs
- Make recommendations on academic issues to the Vice-President Academic and University Affairs
- Attend relevant University meetings and public meetings as requested
- Live the values and mission of the AMS daily
- Other duties as required

Qualifications and Experience

- Must be a currently registered UBC student or one of its affiliated colleges
- A reasonable understanding of academic issues and the UBC context
- An understanding of how students can be impacted by university policy changes
- Strong report writing and communication skills
- A general interest in academic, teaching, and student support issues is essential
- Knowledge of current academic issues and the university would be an asset, but is not required