



Job Description

Position title: Academic Affairs Commissioner

Positions available: 1

Reports to: Associate Vice-President Academic Affairs

Supervises: None

Employee status: Term, Appointed

Length of term: May 1st – April 30th, 2017

Hours per week: 15

Compensation: Tier 1

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. The Academic Affairs Commissioner supports the advocacy work of the Academic and University Affairs office. The Commissioner is responsible for working alongside the other Commissioners to conduct research into academic issues of focus for the office for their terms.

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

Duties and Responsibilities

- Research and write policy, position, and briefing papers on issues related to curriculum, academic programs, academic accommodations, student access and equity and/or other key academic issues in the portfolio
- Prepare reports on such issues as requested
- Engage in advocacy to the University under the direction of the VP Academic and University Affairs
- Liaise with relevant university and student groups under the direction of the AVP Academic Affairs and VP Academic and University Affairs
- Make recommendations on academic issues and topics to the Vice-President Academic and University Affairs
- Attend relevant University meetings and public meetings as requested
- Works with the AMS mission statement and values to operate a successful department
- Work with the AVP Academic Affairs, AVP University Affairs and VP, Academic and University Affairs Office Commissioners to achieve the goals and objectives of the portfolio
- Other duties as required



Student Society
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Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
- Past experience in policy development, research, and/or planning is an asset
- Strong writing and research skills is required
- Strong organizational skills is required
- Strong interpersonal and communication skills is required
- A general interest in current academic events and issues is required
- Knowledge of current academic issues is an asset
- Current or Past Student Member of the UBC Vancouver Senate is an asset