



Job Description

Position title: Associate Vice President, Academic Affairs

Reports to: Vice President, Academic & University Affairs

Supervises: Academic Affairs Commissioner

Employee status: Term, Appointed

Length of term: May 1 – April 30 (1 year)

Hours per week: 20

Compensation: Tier 2

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 Associate Vice President, Academic Affairs will be involved in advocacy related to student academic issues at UBC and will research, create reports, collect data, and more to achieve the advocacy goals of the VP, Academic and University Affairs Office.

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 Vice-President Academic & University Affairs to consult students and advocate to the University.

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 curriculum, academic programs, academic accommodations, student access and equity and/or other key academic issues in the portfolio
- Sit on academic-related University and AMS committees, and working groups as directed by the VP, Academic and University Affairs
- Report on issues relating to academic issues pertinent to the portfolio to the VP, Academic and University Affairs and to council
- Develop a strong grasp on community and liaise with student senate caucus and the VP Academic Caucus on designated issues
- Help organize and direct long-term projects within the portfolio at the discretion of the VP, Academic and University Affairs
- Work with the AVP University Affairs and VP, Academic and University Affairs Office Commissioners to achieve the goals and objectives of the portfolio
- Attend meetings as a proxy for the VP, Academic and University Affairs as determined necessary
- Works with the AMS mission statement and values to operate a successful department
- Manage the Academic Affairs Commissioner
- Other duties as required by the VP, Academic and University Affairs

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



Student Society
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- Interest in pursuing AMS academic initiatives and lobbying priorities is required
- Current or Past Student Member of the UBC Vancouver Senate is an asset
- Knowledge of academic issues at UBC is an asset
- Ability to work, research, and manage staff independently and take initiative on projects is required