



## Job Description

**Position title: Campaigns and Outreach Commissioner**

**Positions available: 1**

**Reports to:** Vice-President Academic and University Affairs

**Supervises:** None

**Employee status:** Term, Appointed

**Length of term:** May 1st – April 30<sup>th</sup>, 2017

**Hours per week:** 20

**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 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 VP Academic and University Affairs Office Commissioners, the Associate Vice-President Academic & University Affairs, the Associate Vice-President 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 Student Groups
- Report on issues relating to campus engagement at UBC
- Help organize and/or attend meetings of the VP Academic Caucus, Student Senate Caucus, Sustainability Collective, Indigenous Advisory Group, and more
- 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.
- Help 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 by the VP Academic and University Affairs
- 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 is required; ~~organized~~
- Confident public speaker is an asset
- Able to research and write high quality policy papers and briefing documents is an asset
- Knowledge of university and academic issues at UBC is an asset
- Current or Past Student Member of the UBC Vancouver Senate is an asset
- Interest in pursuing AMS university and academic initiatives and lobbying priorities is required
- Strong organizational skills is required
- Strong interpersonal and communication skills is required
- Experience in event-planning and program promotion ~~preferred~~ is an asset