



Student Society
of UBC Vancouver

Job Description

Position title: University Affairs Commissioner

Positions available: ~~12~~

Reports to: Associate Vice-President ~~Academic and~~ University 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 University 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 university issues of focus for the office for their terms. ~~These issues include (but are not limited to) policies under review or development, teaching and learning technologies, campus development, equity on campus, international student affairs, tuition, affordability, housing, academic initiatives, and Senate and Board of Governors topics. The Commissioners will provide updates, reports, and recommendations on these issues as required.~~

This position is best suited to a candidate with significant self-motivation, an interest in university issues, planning, academic affairs, and policy, and a desire to learn more about how the university works. The candidate will work closely with the Associate Vice-President ~~Academic &~~ University 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 tuition consultations, campus planning, sexual violence policy, reconciliation, sustainability, and/or other key university issues in the portfolio~~topical university and academic issues~~
- 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 and~~ University Affairs and VP Academic and University Affairs
- Make recommendations on university 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



Qualifications and Experience

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