



Job Description

Position title:	Academic Affairs Commissioner
Reports to:	Vice-President Academic and University Affairs
Supervises:	none
Employee status:	Term, Appointed
Length of term:	August 15th, 2015 - April 30th, 2016
Hours per week:	10
Compensation:	Salary based on \$10.50 per hour Tier I
Date revised:	April 2015

Position Purpose

The Academic Affairs Commissioner supports the lobbying work of the ~~University Commission~~ **Academic and University Affairs Office**. The Commissioner is responsible for research into select academic, teaching, and student support issues on which to lobby the University, and will provide updates and recommendations on these issues to the VP Academic and other commissioners as required. Potential research issues include ~~an exam database, summer semester structure, advising services and dual degrees~~ **flexible learning initiatives, mid-course feedback, co-curricular transcripts, exam database and open academic resources**. The candidate is also welcome to propose their own lobbying 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 lobby** to influence the University.

Duties and Responsibilities

- Research topical academic issues
- Prepare reports on academic issues as requested
- Engage in lobbying of 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
- ~~Serve as an officer of the University Commission~~
- 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