The Carleton University Students Association is an incorporated, not-for-profit, student-run organization dedicated to enriching the undergraduate student experience through events, advocacy efforts, and services.

**POSITION DESCRIPTION**

Position Title: Director of Student Development  
Reports to: General Manager (Executive Director)  
Department: Administration  
Date Revised: August 26, 2021  
Salary: $75,000  
Hours: 35 hrs/week

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**OBJECTIVE OF THE POSITION**

The Director of Student Development is responsible for the development and implementation of strategies for policy, research, governance and advocacy to achieve change on priorities. The role will also support CUSA’s diverse clubs’ network and ensure all events, programs and initiatives reflect the association’s goals and values.

**CORE COMPETENCIES**

- Written and Oral Communication Skills  
- Decision Making  
- Time Management  
- Planning & Organizational Skills  
- Independence & Teamwork  
- Networking & Relationship Building  
- Accountability  
- Creative & Innovative Thinking  
- Confidentiality  
- Assessment & Evaluation
DUTIES & RESPONSIBILITIES

- Support student initiatives and elevate the student voice, ensuring students are provided with any potentially useful information in decision making, and supporting decisions student leaders arrive at.
- Work in close collaboration with VP Internal and CUSA Council to provide support in the development and implementation of student policy priorities and strategies.
- Act as a trusted advisor to the Executive team on governance-related issues, initiatives, projects and strategic plans.
- Responsible for the maintenance and timely posting of CUSA governance documents such as the CUSA Constitution, CUSA ByLaws, CUSA Policies, and other procedural documents on the CUSA website and other communications platforms.
- Keep apprised of recent literature and trends in student development, specifically in relation to marginalized student populations and offer advice to executives and staff where appropriate in relation to recent trends or knowledge generation.
- Act as the facilitator of the Academic Resilience Fund Committee, ensuring data safeguarding, training of committee members, non-biased decision making, and efficient processing of funds and tax forms.
- Provide and facilitate representation for CUSA on key forums and take a lead role in representing the CUSA's position, including being a spokesperson, writing statements and media releases as required.
- Develop timely advice, briefing notes, resource materials, reports, and correspondence as requested for both internal and external use on key policy issues, and coordinate research initiatives as required.
- Supervise the Student Groups Administrator and Events & Programs Coordinator, including supporting their onboarding, overseeing their job performance, and professionally developing both individuals with a professional development plan that involves both CUSA and external resources.
- Regularly meeting with the Student Groups Administrator to provide guidance and review of training and supporting materials, and processes to assist CUSA Clubs as well as other core components of the role such as CUSA Clubs compliance with CUSA governing documents.
- Regularly meeting with the Events & Programs Coordinator to provide guidance and support to ensure that events, programs and initiatives reflect the broad range of cultural, racial, ethnic and socio-economic diversity of CUSA membership.
- Assist and support the Human Resources Director in executive transition, including providing executives with a knowledge base and theoretical background to understand and critique university administration or provincial government decision making.
- Develop and implement student learning, development and success programs and initiatives.
• Assess, evaluate, or collect feedback on CUSA initiatives in an empirical and data-driven way, and write reports to allow for executives to arrive at their own decisions.
• Ensure Executive and staff adherence to CUSA’s constitution, by-laws and policies and report discrepancies when required.
• Document executive lobbying priorities over time and track lobbying meetings, ensuring new executives can build on or reject previous priorities.
• Research best practices and trends in governance in student associations and post-secondary education and provide recommendations.
• Collaborate with cross-functional teams such as CUSA Communications, CUSA Finance, CUSA Clubs, and the greater CUSA body when required.

QUALIFICATIONS / EXPERIENCE

• A Post-Secondary Diploma or a Degree or a minimum of 4 years related work experience
• Strong written and oral communication skills that are effective with a range of audiences and stakeholder groups
• Excellent teamwork and interpersonal skills, able to work independently as well as in collaboration with colleagues, student members, partners, and stakeholders
• Robust work ethic, and effective time management and organizational skills, including the ability to manage multiple projects, work under pressure and meet deadlines.
• A commitment to diversity and inclusion, demonstrated by inviting, including, valuing, and supporting diverse perspectives and ideas.
• Awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism, ableism and ageism
• Proficient in the use of computers, with practical experience in the use of current software applications i.e. Google Suite, Excel.
• An understanding of best practices for data security.
• Post-secondary, students’ union, or non-profit acumen.

HOW TO APPLY

Interested candidates should submit a resume and brief cover letter outlining qualifications and interest in the position to Christine Falardeau, Acting General Manager at christine.falardeau@cusaonline.ca. The deadline to apply is September 14, 2021.