



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: Vice President Student Issues
Reports to: CUSA President/CEO
Department: Executive
Date Revised: February 12th, 2024
Compensation: Competitive with entry-level non-profit work at ~\$43,000 annually pro rata
Contract Duration: May 1st, 2024 - April 30th, 2025
Union: Not Unionized
Hours: Fulltime at 35 hours/week from May 1st, 2024 to August 31st, 2024;
Part time at 25 hours/week from September 2nd, 2024 to April 30th, 2025

OBJECTIVE OF THE POSITION

Advocate and represent the interests of the undergraduate students. Work alongside the president to advocate to any relevant stakeholders.

CORE COMPETENCIES

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

DUTIES & RESPONSIBILITIES

Advocacy:

1. Respond to concerns of Students-At-Large.
2. Lead the advocacy stances and positions of CUSA on all topics.

3. Lead the Advocacy Team at CUSA by strategizing and creating the annual Advocacy Roadmap and maintaining the Advocacy tracker.
4. Host town halls alongside the President to hear and listen to concerns from students.
5. Support equity seeking, religious, cultural and social clubs on campus in their workings and initiatives that align with CUSA's Equity and Advocacy mission.
6. Lead CUSA's advocacy effort surrounding academics support and student development.

Projects and Initiatives:

1. Create awareness programs for student issues like mental health and sexual violence prevention in collaboration with service centres.
2. Lead and run equity and advocacy projects and initiatives, associated with but not limited to service centres, like gender affirming gear, menstrual products, and safe party kits.

Stakeholder relations:

1. Work with various stakeholders on campus like the Student Experience Office, International Student Services Office, and the Department of Equity and Inclusive Communities.
2. Maintain correspondence and create relationships with other student unions to advocate for students with the municipal, provincial, and federal government.
3. Serve as primary representative of CUSA on student issues and issues of equity to: Carleton University administration, Carleton University faculty, the Canadian Federation of Students, Canadian Alliance of Students' Association, other post-secondary institutions, municipal governments, the provincial government, and the federal government, Carleton's Academic Student Government, Carleton Graduate Students' Association, Ottawa City Transportation, and other entities.

Supervise the Associate Vice President University & Government Affairs, the Associate Vice President Research & Advocacy, and the Associate Vice President Community Engagement (in collaboration with the Vice President Student Life), all with the assistance of the President/CEO.

Successfully transition the incoming Vice President Student Issues.

ELIGIBILITY / QUALIFICATIONS / EXPERIENCE

- Eligibility is outlined within the [Vice Presidential Elections Policy](#) and [Nomination Guidelines](#). All prospective candidates must thoroughly read the policy and associated guidelines to understand all aspects of the election, eligibility, and more.
- Desired
 - Familiarity with student advocacy issues
 - Excellent organizational skills
 - Excellent communication and interpersonal skills
 - Flexible with the ability to work under pressure and meet deadlines
 - Ability to work independently
 - First Aid and CPR Training is an asset
 - Proficient in the use of computers, with practical experience in the use of current software applications i.e. Excel, Google Suite

CUSA values employment and educational equality and welcomes applicants from diverse groups including (but not limited to): women; aboriginal people; people of colour; people with disabilities; international students; and gay, lesbian, bisexual, transgendered people.

HOW TO APPLY

Nominations will be open from Wednesday February 14th, 2024 – Monday, February 26th, 2024 at 5pm. Nomination forms must be submitted through the [CUSA 2024 Vice President Nominations Form](#). Please note the nomination form must include an attachment with at least 25 eligible nominators information in order to be valid. If you have any questions, please contact CUSA's Chief Returning Officer (CRO) Connor Plante at cro@cusaonline.ca. In rare cases, the deadline may be extended to remain in compliance with other policies and procedures or to ensure the roll is filled.