



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 Life
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 1 st , 2024 to August 31 st , 2024 Part time at 25 hours/week from September 2 nd , 2024 to April 30 th , 2025

OBJECTIVE OF THE POSITION

Plan, organize, and execute events and programming for the undergraduate student body that enhance the student experience at Carleton University.

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

Events and Programming:

1. Plan, organize, and execute events and programming for the Students-At-Large that fosters an engaging and safe environment for students of all genders, sexualities, backgrounds, ethnicities, cultures, and identities.
2. Work closely with the CUSA full time staff to plan and organize events and programming for the academic year.
3. Support the development of promotional and advertising programs and student information materials and monitor their success.
4. Work with the Events and Programs Coordinator to develop feedback tracking forms, evaluate current programming efforts, and strategically plan to make event/program processes more efficient for future years.
5. Provide support to the CUSA Businesses for their events and programming.

Fall Orientation:

1. Help support the Student Experience Office with planning Fall Orientation Week.
2. Act as a representative for CUSA on the Orientation Advisory Board.
3. Be the main point of contact from CUSA for the Student Experience Office to plan Fall Orientation Week.
4. Plan and organize Carleton University homecoming events to enhance the football experience for students.
5. Host events and programming for Fall Orientation Week that will engage students with their Student Association.
6. Support the Student Experience Office in their hiring processes for Fall Orientation Coordinators.

Winter Orientation:

1. Plan, organize, coordinate, and execute Winter Orientation Week programming.
2. Coordinate campus stakeholder events as it relates to Winter Orientation Week.

Supervise the Associate Vice President Student Experience to recruit, train, and manage Chonk Nation.

Provide event and programming support to CUSA Service Centres and the Vice President Student Issues.

Maintain Healthy and Communicative Relationships with different campus stakeholders including but not limited to:

- Rideau River Residence Association;
- Student Experience Office; and
- Carleton University Athletics.

Supervise the Associate Vice President Student Experience and the Associate Vice President Community Engagement (in collaboration with the Vice President Student Issues), both with the assistance of the President/CEO.

Successfully transition the incoming Vice President Student Life.

ELIGIBILITY / QUALIFICATIONS / EXPERIENCE

- Eligibility is outlined within the [Vice Presidential Elections Policy](#) and [Nomination Guidelines](#). All prospective candidates must thoroughly read the policy to understand all aspects of the election, eligibility, and more.
- Desired
 - Experience planning events
 - 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 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.