



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.

The description of the VP Student Issues role can be found in Schedule D of the Bylaws. The material below provides more information for potential candidates to consider before they submit an application.

## POSITION DESCRIPTION

Position Title:	Vice President Student Issues
Reports to:	CUSA President/CEO
Department:	Executive
Date Revised:	February 8th, 2026
Compensation:	Competitive with entry-level non-profit work at ~\$43,000 annually pro rata
Contract Duration:	May 1st, 2026 - April 30th, 2027
Union:	Not Unionized
Hours:	<ul style="list-style-type: none"><li>• Full time at 35 hours/week from May 1<sup>st</sup>, 2026 to August 31<sup>st</sup>, 2026;</li><li>• Part time at 25 hours/week from September 2<sup>nd</sup>, 2026 to April 30<sup>th</sup>, 2027</li></ul>

---

## OBJECTIVE OF THE POSITION

The Vice President Student Issues (VP Student Issues) serves as the primary student advocate within the Carleton University Students' Association (CUSA). This role focuses on representing undergraduate student concerns, advocating on academic, equity, and social issues, and working with campus and external stakeholders to drive meaningful change.

The VP Student Issues works closely with the President/CEO, student groups, university administration, and policymakers to ensure that student voices are heard and that policies reflect the needs of the undergraduate community.

## CORE COMPETENCIES

- Student Advocacy & Representation
- Policy & Governance Knowledge
- Strong Communication & Public Speaking

- Strategic Planning & Decision Making
- Project & Campaign Management
- Stakeholder Relationship Building
- Problem-Solving & Negotiation
- Time Management & Organization
- Equity, Diversity & Inclusion Awareness

## DUTIES & RESPONSIBILITIES

### 1. Advocacy & Student Representation

- Lead and manage CUSA's advocacy initiatives, ensuring student concerns are represented on campus and beyond.
- Develop and maintain an annual Advocacy Roadmap and Advocacy Tracker to monitor progress on key student issues.
- Act as the official representative of students on matters related to equity, academic policies, and student welfare.
- Host town halls and consultation meetings with students to gather concerns and ensure student perspectives are central to CUSA's policies.
- Support equity-seeking, religious, cultural, and social clubs in their initiatives, ensuring alignment with CUSA's Equity and Advocacy Mission.
- Advocate for academic support services, student development programs, and financial aid improvements.

### 2. Programs & Initiatives

- Lead student-focused awareness campaigns on key issues such as mental health, sexual violence prevention, and academic support in collaboration with service centers.
- Oversee and execute equity and advocacy projects, including but not limited to:
  - Gender-affirming gear distribution
  - Free menstrual products
  - Safe party kits
- Work with university services to expand accessibility initiatives for marginalized student groups.

### 3. Stakeholder Engagement & Partnerships

- Maintain strong relationships with university offices such as the Student Experience Office, International Student Services, and the Department of Equity & Inclusive Communities.
- Work with external student organizations to amplify student advocacy efforts.
- Advocate at municipal, provincial, and federal levels for policies that benefit students, including public transportation, student employment, and tuition affordability.
- Collaborate with Carleton's Academic Student Government, Carleton Graduate Students' Association, and Ottawa City Transportation to address student needs.

## 4. Leadership

- Work alongside the President/CEO to ensure smooth operations and advocacy alignment.
- Ensure a successful transition for the incoming Vice President Student Issues at the end of the term.
- Create a comprehensive transition handbook to guide and support the incoming Vice President Student Issues, detailing key processes, responsibilities, and best practices.

## PERFORMANCE INDICATORS (KPIs)

To measure success, the VP Student Issues will be evaluated on the following key performance indicators:

1. Student Engagement & Advocacy Impact:
  - Host at least 3 town hall meetings per year with students to gather concerns and input.
  - Increase student participation in CUSA-led advocacy initiatives by 15% from the previous year.
2. Policy & Issue Resolution:
  - Successfully advocate for new policy changes or commitments from the university administration per year.
  - Maintain a publicly accessible Advocacy Tracker, with at least 80% of advocacy goals showing progress or completion.
3. Program Execution & Awareness Campaigns:
  - Execute at least 3 major awareness campaigns (e.g., mental health, equity, accessibility).
  - Increase engagement with equity and advocacy initiatives by 20% through outreach and collaborations.
4. Stakeholder & Government Relations:
  - Establish regular meetings with stakeholders, municipal/provincial representatives to discuss student concerns.
  - Increase student involvement in external advocacy efforts

## ELIGIBILITY / QUALIFICATIONS / EXPERIENCE

Minimum Requirements:

- Must meet eligibility criteria outlined in the [Electoral Code and Nomination Guidelines](#).
- Strong background in student advocacy, policy, or governance.
- Excellent organizational, public speaking, and interpersonal skills.
- Ability to manage multiple projects simultaneously and work under pressure.
- Understanding of student rights, equity, and policy development.
- Availability to work in-person during regular business hours for the duration of contract.

Preferred Qualifications:

- Prior experience in student government, club leadership, or advocacy organizations.
- Familiarity with campus governance structures and university policies.
- Experience in policy writing and research.
- First Aid and CPR Training (Asset).
- Proficiency in Google Suite, Microsoft Office, and data tracking tools.

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 **Monday, February 9th, 2026 – Monday, February 23rd, 2026, at 5 PM.**

### **Application Requirements:**

- Completed [CUSA 2026 Vice President Nominations Form](#).
- Attachment of **at least 30 eligible nominators'** information.

For any questions, contact **CUSA's Chief Returning Officer (CRO)** at [cro@cusaonline.ca](mailto:cro@cusaonline.ca).