



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 Life role can be found in Schedule E 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 Life
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">• Full time at 35 hours/week from May 1st, 2026 to August 31st, 2026;• Part time at 25 hours/week from September 2nd, 2026 to April 30th, 2027

OBJECTIVE OF THE POSITION

The Vice President Student Life (VP Student Life) is responsible for enhancing student engagement, campus culture, and student experience by overseeing events, programming, and student-led initiatives. This role focuses on developing an inclusive, vibrant, and engaging campus environment through strategic event planning, student group collaboration, and orientation programming.

The VP Student Life works closely with the CUSA Executive, Carleton University, and student organizations to foster community building, increase student participation, and support diverse programming that reflects the needs of the student body.

CORE COMPETENCIES

- Event Planning & Student Engagement
- Strategic Leadership & Decision Making
- Collaboration & Relationship Building
- Project & Budget Management
- Cultural Awareness & Inclusivity

- Time Management & Organization
- Strong Communication & Public Speaking
- Flexibility & Problem-Solving

DUTIES & RESPONSIBILITIES

1. Events & Programming

- Plan, organize, and execute student-focused events that enhance campus life while ensuring inclusivity for students of all backgrounds, genders, cultures, and identities.
- Work closely with CUSA full-time staff and student organizations to develop and implement programming for the academic year.
- Oversee the promotion and advertising of student events, ensuring effective outreach to maximize student participation.
- Develop feedback mechanisms (e.g., surveys, event reports) to evaluate event success and improve future planning.
- Provide support for CUSA Businesses in their event planning and promotions.

2. Orientation Programming

Fall Orientation:

- Act as the main point of contact between CUSA and the Student Experience Office to coordinate Fall Orientation Week.
- Represent CUSA on the Orientation Advisory Board to ensure student interests are prioritized.
- Support the hiring and training of Fall Orientation Coordinators in collaboration with the Student Experience Office.
- Plan and organize Carleton University Homecoming events to enhance student engagement and campus traditions.

Winter Orientation:

- Lead the planning and execution of Winter Orientation Week, ensuring programming aligns with student needs.
- Coordinate campus-wide orientation events and work with university departments to enhance first-year student experiences.

3. Student Group Support & Community Engagement

- Oversee and support Chonk Nation recruitment, training, and management with the Associate Vice President Student Experience.
- Collaborate with CUSA Service Centres and the Vice President Student Issues to support student-run initiatives and programming.
- Maintain strong working relationships with key campus stakeholders, including:
 - Rideau River Residence Association (RRRA)
 - Student Experience Office

- Carleton University Athletics

4. Leadership

- Work alongside the President/CEO to ensure smooth operations and strategic event planning.
- Successfully transition the incoming VP Student Life at the end of the term.
- Create a comprehensive transition handbook to guide and support the incoming Vice President Student Life, detailing key processes, responsibilities, and best practices.

Performance Indicators (KPIs)

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

1. Student Engagement & Event Success

- Achieve 80% attendance capacity at major CUSA events.
- Implement student feedback mechanisms with at least 75% positive satisfaction ratings.

2. Orientation Programming

- Increase first-year participation in Fall & Winter Orientation by 15%.
- Successfully collaborate with the Student Experience Office, ensuring at least 3 joint events per orientation period.

3. Club & Community Engagement

- Ensure 90% of student-led initiatives receive proper administrative and funding support.
- Expand collaborations with campus stakeholders, leading to at least 5 joint events per semester.

4. Organizational Impact & Growth

- Develop a comprehensive event planning strategy that improves efficiency and execution year-over-year.
- Increase volunteer involvement in CUSA events by at least 20% from previous years.

Eligibility / Qualifications / Experience

Minimum Requirements:

Must meet eligibility criteria outlined in the [Electoral Code and Nomination Guidelines](#).

Strong event planning and organizational skills.

Excellent written and verbal communication skills.

Ability to manage multiple projects simultaneously and work under pressure.

Understanding of student engagement strategies and campus culture.

Availability to work in-person during regular business hours for the duration of contract.

Preferred Qualifications:

Experience in event planning, marketing, or student leadership.

Familiarity with Carleton University's student governance and campus organizations.

Previous experience in student clubs, student government, or community organizing.

First Aid and CPR Training (an asset, not required).

Proficiency in Google Suite, Microsoft Office, and event planning software.

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.