



JOB POSTING INFORMATION

JOB TITLE: VICE PRESIDENT COLLEGE AFFAIRS

JOB CODE: SA-15-VPC

DATE POSTED: MARCH 2, 2015

POSTING EXPIRES: MARCH 6, 2015

JOB CATEGORY: FULL-TIME

JOB TYPE: ELECTED - TERM OF OFFICE MAY 1, 2015 - APRIL 30, 2016

TRAVEL REQUIRED: SOME

LEVEL/SALARY RANGE: \$33,000

LOCATION OF WORK: NORTH OSHAWA CAMPUS (STUDENT CENTRE)

WILL TRAIN APPLICANT(S): SOME TRAINING PROVIDED

JOB SUMMARY

JOB DESCRIPTION:

Reporting to the Board of Directors of The Student Association at Durham College & UOIT (SA), the Vice President of College Affairs represents the students of Durham College through support and advocacy. The VP College Affairs acts as chief liaison between the students and administration of Durham College. The VP College Affairs represents the SA on and off-campus, while upholding the SA's commitment to providing superior advocacy, service and support for students.

SUMMARY OF DUTIES:

- Act as chief liaison between all students of Durham College and its administration
- Support the implementation of the initiatives, projects and campaigns of the SA within Durham College
- Support college students by advocating for their concerns, assisting them with student appeals and sitting on college committees
- Assist in the development of the SA's advocacy positions
- Represent the SA at campus and community events while promoting and maintaining the SA brand
- Engage with students to gain feedback on SA services
- Be an employee of the SA, working a minimum of 40 hours per week
- Commit to a minimum of 10 hours per week after being elected to office and prior to beginning the term of office to ensure a successful transition to the position
- Attend all meetings of the Board and of the Executive Committee
- Attend all mandatory training sessions, including the SA board training weekend (dates to be confirmed), conferences and team-building weekends in May and June (if scheduled)



ELIGIBILITY REQUIREMENTS:

All potential candidates for President must:

- Be 18 years or older
- Be a full-time Durham College student
- Submit their completed nomination package to the SA Main Office by Friday, March 6 at 4PM
- Receive a minimum of 50 nomination signatures from full-time Durham College students
- Must not have been declared bankrupt
- Provide a police check prior to taking office (candidates must submit an original receipt with the Expense Report Form, in order to be reimbursed)
- Candidates must attend the 'All-Candidates Meeting' on Friday, March 6, 2015 at 6 p.m. in Student Centre Boardroom, 2nd floor of the Student Centre

BENEFITS:

- Be a voice for the student body
- Advocate for student rights
- Build a better campus community
- Support student services and events
- Build leadership skills
- Gain real world experience
- Network with community leaders
- Learn and work with professional staff

NOMINATION INFORMATION

Nomination packages are available for pick-up in the SA Main Office (Student Centre Building, 2nd Floor) as of March 2, 2015 at 9AM. Candidates must submit their completed nomination form, including required number of valid signatures, to the SA Main Office **no later than March 6, 2015 at 4PM.**

For more information, please contact:

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