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**Georgian College Students’ Association VP Administration**

**Department:** Student Leadership and Transition Services **Campus:** Barrie

**Honorarium:** $1248 (Before taxes, to be paid out monthly after a review is completed) **Term:**  May 1, 2017 – April 30, 2018

**Staff Advisor:** Manager, Student Leadership and Transition Services **Hours/ week:** minimum 24 hours

**GCSA Barrie’s Vision:** The Georgian College Students’ Association (Barrie Campus) will be a recognized and engaged executive council that promotes the rights of students, heightens student engagement, and enhances the quality of student life. We will prepare confident leaders of tomorrow, while respecting the diversity and strength of all. We will continuously assess, adapt, and grow to fit the needs of our increasingly diverse student body.

**GCSA Barrie’s Mission:** We advance the general welfare of all Georgian College students and to that end we:

* Serve as a resource for students;
* Serve as a resource for faculty and staff;
* Act as liaisons to and from the student Body and the College administration;
* Remain a major source of information to and from the Student Body;
* Recruit and develop Student Leaders within a professional culture to benefit the larger community; and engage in purposeful community service.

**In order to be considered for a role you must be:**

* A registered, fee paying student in good academic standing throughout your tenure in GCSA
* Willing and able to attend off campus training and weekend conferences such as the Student Executive Conference
* Willing and able to complete online training such as Health and Safety

**In order to promote a culture of student engagement and social integration all GCSA executives will:**

* Be available within the GCSA office for a minimum of 24 hours a week during which time they will be open to hearing student issues and concerns
* Keep Outlook calendar up-to-date as well as respond to work emails and messages in a timely manner (i.e. less than 24 hours)
* Participate in ongoing professional development which will include irregular hours (with advanced notice)
* Attend all meetings of the executive, directors and Student Executive Conference (SEC) including in-service and team building activities
* Assist with general office duties and inquires (for example: insurance questions) as well as provide coverage at the GCSA front desk as required
* Respect, adhere to and continually review GCSA policies, procedures, by-laws, and constitution
* Adhere to all college policy and procedures, modelling exemplar student behaviour
* Participate in an annual review of all student ancillary fees and budget review (usually at SEC)
* Be available to meet regularly (minimum of monthly) with the Manager, Student Leadership & Transition Services
* Work within the budget attributed to your portfolio, and presenting your budget updates upon request
* Work with the Manager, Student Leadership & Transition Services on the procurement of goods and services for GCSA (e.g. SWAG)

**Part of all GCSA executive roles include supporting the onboarding of your incumbent by;**

* Maintaining all GCSA documents and records in an organized fashion, relinquishing all those documents or records in their care to the successful incumbent at the end of the term
* Preparing a transition binder and year-end report for your incumbent and the Manager, Student Leadership & Transition Services
* Participating in the orientation and training of your successor at change-over
* Presenting succeeding budget to council for approval

**Specific to the GCSA VP Administration role you will:**

* Sit on constitution and by-law review committees
* Compile agenda items for all executive and board of directors meetings and distribute at least 24 hours before each meeting (submitted to the Manager, Student Leadership & Transition Services)
* Take attendance at all meetings
* Coordinate any special guest presenters at executive or board of directors meetings
* Plan and implement professional development activities for the Board of Directors
* Be responsible for recruitment and training of student directors
* Provide leadership and support to student directors
* Coordinate the honorarium reviews for student directors
* Establish a means of regularly communicating with student directors and maintain communication between directors and council
* Be responsible for scheduling and organizing board meetings; setting agenda, recording and distributing minutes and following up on any action items.
* Assist with KPI surveys by scheduling time slots for council members
* Take a lead on college wide events (ie. Late Night & Open Houses)
* Assist with the organizing and running of student elections
* Be a liaison and key contact for Shadow Project by delegating mentees to mentors, updating Shadow Mentee job description from time-to-time and collecting feedback
* Work closely with GCSA Office Assistant in coordinating Student Leadership Conference
* Promote co-curricular record and work closely with Graphic Designer to design material to market it
* Sit on banquet planning committee and Student Executive Conference (SEC) working group

**Qualifications**

* Previous student leadership experience an asset
* Previous GCSA leadership experience (i.e. Director and/or volunteer) highly recommended
* Excellent interpersonal, customer service and communication (written / oral) skills
* Proven technical, analytical, problem solving and project management skills
* Self-directed with the ability to take initiative, work independently as well as within a team environment
* Demonstrated organizational and time management skills with the ability to prioritize effectively in a fast-paced deadline driven environment juggling multiple projects to ensure timelines are met
* An understanding of financial management principles
* An awareness of different leadership styles and an emerging personal leadership philosophy