



www.sheridanstudentunion.com

The SSUI represents all full-time and day part-time fee paying students at Sheridan College. The SSUI is responsible for safeguarding and promoting the welfare and interest of the membership of the Student Body of Sheridan, whether academic, intellectual, cultural, social, athletic or otherwise in accordance to individual needs.

The SSUI is looking for a mature, motivated individual to execute the duties of **Executive Vice President (two positions, TRC and Davis)** The Executive Vice-President (EVP) will serve as the primary spokesperson for his or her representative campus. The EVP shall endeavour to represent and advocate on behalf of students at his or her campus. The EVP will be responsible for executing on directives from the President and the strategic direction of the SSUI Board of Directors.

The successful candidate will have **excellent customer service, problem solving, organizational, and interpersonal skills and a team player attitude**. The candidate will be **results oriented with the ability to be flexible and work well under pressure**. It is important to note that this position covers a wide variety of responsibilities and is ever changing and adaptive.

Responsibilities:

- Be the primary spokesperson for his or her respective campus
- Be the primary advocate for all campus-specific issues/concerns
- Assist students through academic appeals procedures, to the extent that they are knowledgeable of the process and advocate for fair treatment of Sheridan students
- Act in the capacity of the President when he/she is unavailable or as requested
- Provide leadership to his or her respective campus through the development and implementation of campus objectives and goals
- Recruit, hire and manage volunteers including participation in the development of policies and procedures outlining this SSUI function
- Have a strong understanding of all SSUI services and operations
- Work closely with Events & Programming department to plan and execute key SSUI activities such as Orientation and Frosh Week.
- Liaise with college staff on execution of Orientation and other special college events specific to his or her campus.

- Work closely with the Marketing & Communications and HR & Services departments to recruit and develop student volunteers and staff at his or her campus
- In conjunction with the President and General Manager, oversee the budget as it applies to his or her respective campus
- Operate in accordance with the Vision, Values and Mission, as well as the by-laws and policies of the SSUI;
- Participate in regular Executive Committee Meetings with the President, EVPs from other campuses and General Manager.
- Educate and advise the incoming EVP on duties of the position
- Attendance at retreats and conferences as directed by the President
- Participate in SSUI and college committees as directed by the President
- Maintains regular office hours
- Maintain a constructive relationship with the campus and local community
- Participate as an active member on the Health & Safety Committee
- Maintain a database of student volunteers and their updated contact information
- Oversee the Students Union Volunteer Performance Evaluation system
- Oversee the SSUI Class Rep program for his or her campus
- Other duties as assigned by the President or Board of Directors

Qualifications

- Must be a returning fee paying student at Sheridan with a minimum 2.5 GPA
- Must be able to work independently and in a team
- Think strategically, formulate and execute plans to meet the company goals
- Experience with volunteer management

APPOINTMENT DETAILS

Campus: Davos

Term of Office: February 1, 2012- April 30, 2012

Salary: \$13.00/hour

Hours: 20 hours per week

Please forward all resumes to the attention of Mark Brotto

Email: mark.brotto1@sheridanc.on.ca

We thank all applicants for their interest; however, only qualified candidates will be contacted for an interview. Sheridan Student Union Inc. welcomes diversity in the workplace and encourages applications from all qualified individuals, including visible minorities, Aboriginal People, and persons with disabilities.