**Hours:**

**The VP Student life has 3 main roles:**

1. **To be the lead student activities event coordinator for the union.**
2. **To be the liaison and lead person on Grad activities.**
3. **To be the lead student on university committees dedicated to student activities and student life.**

**Academic year: 25 hours/week**

**Summer: 30 hours/week**

**Qualifications:**

**Requirements:**

* **Win election.**
* **Be enrolled in at least one course per academic term.**
* **Be a senior student entering their 3rd year of university at the time of taking office. [The MSVUSU definition of 3rd year or higher is either, having accrued 10 credits at MSVU (directly or by transfer), or having attended 4 semesters of study post-secondary institution, or being a 2+2 or graduate student. Additional documentation may be requested to confirm eligibility]**

**Helpful skills:**

* **Event planning experience**
* **Public speaking experience**
* **Knowledge about MSVU structure**
* **Internal Student’s union experience**
* **Student society experience**
* **Entertainment and hospitality experience**

**Committees:**

**University committees:**

* **Student Experience Senate Committee**
* **All Orientation Committees**
* **Convocation Committee**
* **Retention Committee**
* **Segmentation Committee**
* **MSVU Alumnae Association Board**
* **Other University Committees as required.**

**MSVUSU Committees:**

* **Students Representative Council (SRC)**
* **Awards Night Planning Committee (Chair)**
* **Budget Committee**
* **Executive Committee**
* **Crisis Communications Committee**
* **Annual General Meeting Planning Committee**

**Reporting:**

**This position reports to the student’s union president and receives reports from Orientation Leaders & Event Volunteers.**

**Hiring:**

**VP life hires, supervises, and manages the following positions according to the HR policy of the Union:**

* **Orientation Leaders & Event Volunteers**
* **Sit on hiring committees as needed for student part-time management positions.**

**Term Duties:**

**Incoming transition:**

* **Review calendar events from the past academic year with outgoing VP life.**
* **Ensure you have working knowledge of contacts, committees, and administrative tools related to the position.**
* **Participate in transition workshops and job shadowing with outgoing VP life.**
* **Meet with the MSVU Orientation and Retention Manager and complete assigned training.**
* **Meet with the Food Beverage and Activities Manager to review event planning requirements, and discuss activities planning for the upcoming year.**

**Summer:**

* **Participate and assist with the university early registration.**
* **Plan orientation week.**
* **Create a complete events calendar for the year.**
* **Attend COCA national.**

**Orientation week:**

* **Plan, organize and promote orientation week.**
* **Create and manage the orientation week budget in collaboration with the CFO, President and General Manager.**
* **Organize, create, and oversee sales of orientation kits.**
* **Implement and oversee training of orientation leaders and assistants.**
* **Facilitate communication with orientation week stakeholders.**
* **Attend all orientation committee meetings, and report back to the Executive Committee and SRC.**

**Events:**

* **Plan and manage Winter Carnival.**
* **Work with university departments to coordinate events.**
* **Work with Food, Beverage and Activities Manager to hold regular events at the Rook.**
* **Meet Weekly with the Food Beverage and Activities manager to plan all events.**
* **Promote campus and pub events.**
* **Organize and promote Graduation activities for winter and spring convocation.**
* **Promote and encourage MSVU students to attend sporting events and support the Mount Mystics.**
* **Work with VP Comms to support student societies.**

**Outgoing transition:**

* **Ensure the new VP Life elect is fully versed in the details and responsibilities of the position, and ready to take office.**

**Accountability:**

* **Accountable to other members of the executive team**
* **Present reports at SRC meetings.**
* **Present an annual report at the Annual General Meeting.**
* **Keep and cause to be kept record of Union activities and correspondence.**
* **Perform the above responsibilities in keeping with the Union Constitution, By-laws, and policies (including the universities Harassment and Discrimination policy).**
* **Ensure the MSVUSU office space is a presentable, respectful, and welcoming environment.**