**Hours:**

**The VP Graduate Affairs is responsible for overseeing communication, advocacy, policy changes, student life initiatives, and Health & Dental insurance for Graduate Students. They are also responsible for the Soup Kitchen, local and national representation of MSVU Graduate Students & issues, creating new Graduate Student services, building record management systems, and developing the position profile for future years.**

**15-25 hours/week as needed.**

**Qualifications:**

**Requirements:**

* **Win election.**
* **Be enrolled in at least one course per academic term or a thesis at the Graduate Level.**

**Helpful skills:**

* **Public speaking experience**
* **Knowledge about MSVU structure**
* **Internal Student’s union experience**
* **Research experience (including survey design).**
* **Strong computer skills.**

**Committees:**

**University committees:**

* **Senate**
* **Graduate Studies Policy and Planning Committee**
* **Other University Committees as required.**

**MSVUSU Committees:**

* **Students Representative Council (SRC)**
* **Senate student Caucus**
* **Executive Committee**
* **Budget Committee**
* **Food Security Committee**
* **Graduate Committee (Chair)**
* **Human Resources Committee**
* **Crisis Communications Committee**
* **Other committees as required**

**Reporting:**

**This position reports to the student’s union president and receives reports from the Soup Kitchen Coordinator, and Food Security Volunteer Coordinator.**

**Hiring:**

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

* **Sit on hiring committees as needed for student part-time management positions.**

**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.**

**Term Duties:**

**Incoming transition:**

* **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 Graduate Affairs.**
* **Read all MSVUSU governing documents, the MSVUSU Budget, and Royer Thompson Governance and Operations review, and use these documents to frame their actions in this role.**

**Communication:**

* **Responsible for Graduate Student specific communications from the MSVUSU, working closely with the VP Communications.**
* **Responsible for establishing a communication strategy, including maintaining a Graduate Student Email List, and newsletter.**
* **Establish regular communications with the Dean of Graduate Studies and Professional Studies, MSVU VP Academic and Provost, Graduate Academic Units, and Graduate Student Societies.**

**Academic issues:**

* **Work closely with the VP Advocacy to address academic issues within the Graduate student and Research student communities (including issues with thesis and non-thesis work conditions and accessibility). Graduate Academic advocacy, and academic appeals support are the responsibility of the VP Graduate Affairs.**
* **Look at admissions requirements, program requirements, practicum requirements, academic regulations among other aspects of Graduate Studies Curriculum, and work with the Graduate Studies Policy and Planning Committee (GSPPC) and university Senate to address any issues identified.**

**Graduate student life:**

* **Work closely with the Graduate Committee and VP Student Life to establish new, Graduate Student specific, programs, services, and community connection initiatives.**

**Graduate student rights:**

* **Promote and advocate for Graduate Student rights at the University, Local and National Level.**
* **Attend the Canadian Federation of Students National and Provincial meetings, and the National Graduate Caucus meetings.**
* **Communicate with the Graduate Student Body about these meetings and provide opportunities for feedback on initiatives and issues discussed at these meetings.**

**Health & Dental insurance:**

* **Work with the Health & Dental plan manager to ensure continued improvements the MSVUSU Health & Dental plan and opt-in pricing.**

**MSVUSU Soup Kitchen:**

* **Supervise the Soup Kitchen Coordinator and Food Security Volunteer Coordinator to ensure smooth operations and oversight of the Captain Crow’s Café (Soup Kitchen) and adequate volunteer staffing for the Captain Crows’ Café and Food Bank.**
* **Ensure the Food Security Staff have all required certifications, and that food safety standards are met and documented, through supervision and oversight.**

**Outgoing transition:**

* **Write transition briefs for their successor. These briefs should provide a short, up to date summary of all aspects of the position profile.**
* **Ensure the new VP Graduate Affairs elect is fully versed in the details and responsibilities of the position, and ready to take office.**