

HSF

JOB DESCRIPTION

Job Title:	Vice President Campus Life Lakeshore
Term of Office:	May 1 to April 30
Reports to:	HSF General Membership, through the HSF Board of Directors & Executive Committee
Rate of Pay:	Summer: \$11.54/hr Other: \$20.19/hr
Hours of Work:	May 1 – August 31 is 35 hours per week September 1 – April 30 is 20 hours per week

General Scope of Duties

Major responsibility is to work in association with the Programming Director and the Programming Coordinator Lakeshore to develop and implement social, cultural and entertainment events for the students of Humber College. Also responsible for oversight of the campus clubs/associations and the HSF volunteer program for the Lakeshore campus.

Major Duties and Responsibilities

Category	Specifics
Administrative Role	<ul style="list-style-type: none"> ➤ Set the following year HSF budget in conjunction with the HSF Executive Committee ➤ Participate as a voting member of the Board of Directors in planning, setting and executing the overall objectives and policies of the HSF. ➤ Complete year-end Executive Report ➤ verbal reports to the HSF Board at every meeting to report on activities ➤ uphold the mission statement and goals of the organization as outlined in the Constitution ➤ develops annual events schedule during the summer in conjunction with the Programming Committee ➤ advises Programming Committee of trends and interests of the students in order to develop social and awareness events ➤ advises and recommends image, content, size and layout of HSF student handbook ➤ develops campus clubs and associations by promoting applications and planning clubs fairs ➤ assists clubs with budgets and completion of packages, as required ➤ communicates policies and procedures to clubs and Campus Clubs & Associations Committee ➤ liaison between clubs and board with respect to sanctioning applications and special fund requests ➤ review and edit clubs policy and application package in conjunction with Programming Committee ➤ evaluates facilities, programs and services and proposes recommendations for new or enhanced means of campus life activities ➤ organize and utilize volunteer base

Communications & Representation Functions	<ul style="list-style-type: none">➤ interactions with various members of the Humber community including (but not limited to): President, VP (Administration), Principal of Lakeshore, Director Students/Campus Services and Director of Ancillary Services➤ acts as a voting member of the following HSF committees and boards, including (but not limited to):<ul style="list-style-type: none">➤ Board of Directors➤ Executive Committee➤ Elections Appeal Committee➤ Alumni Committee➤ acts as a member of the CAPS Advisory Board and is responsible to ensure that the terms of the agreement are being upheld by attending meetings, reviewing operating budgets and effective service is being provided to the students➤ schedules HSF representatives for classroom visits during Orientation to new students➤ acts as an ambassador for Humber students on our national organization COCA by:<ul style="list-style-type: none">➤ Attending the national and regional conferences➤ Actively participating in the membership meetings➤ acts as a member of the CRASH Committee and is responsible to review trends, past developments and the impact of changes in society as it relates to students in order to develop social and awareness programs
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Knowledge, Skills and Abilities

- Knowledge of HSF internal operations
- Knowledge of working structure of Humber College
- Management skills: ability to work well with others, written and oral communication skills, decision making and patience
- Strategic Planning skills: ability to identify problems areas, to develop and implement strategies for change

Effort & Responsibility

- Responsible for reviewing, recommending and approving the preliminary budget, annual budget and budget review through the Executive Committee
- Responsible to recruit students to develop and re-establish clubs and course associations
- Responsible to recruit volunteers for events
- Assist with event set up and tear down

Working Conditions

- Exposure to diverse range of people and experiences
- Required to schedule office hours between classes
- Potential for high levels of stress and anxiety, possible burn out

Training and Experience

- Previous HSF or other governance experience an asset
- MS Office and Internet web browsers
- Exposure or involvement with non-profit organizations

Equipment

- Personal Computer, photocopier, fax machine, security system, phone and voice mail