



JOB DESCRIPTION

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| Job Title: | Vice President Administration 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

The Vice President Administration Lakeshore, as one of the Administrative Officers, is directly responsible for facilitating any student concerns or inquiries and to provide assistance in managing both the HSF affairs at Lakeshore Campus and working with the Lakeshore Campus administration. He/she is responsible to provide leadership toward excellence and the achievement of the goals of HSF.

Major Duties and Responsibilities

| Category | Specifics |
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| Administrative Role | <ul style="list-style-type: none"> ➤ oversee the daily operations of the Lakeshore office <ul style="list-style-type: none"> • ensure that the games-rooms are open • be aware of administrative duties and services offered • ensure that offices hour of operation are maintained ➤ participate as a voting member of the Board of Directors in planning, setting and executing the overall objectives and policies of the HSF. ➤ set the following year HSF budget in conjunction with the HSF Executive Committee ➤ complete year-end Executive Report ➤ assist with the HSF contract and budget process by analysing environmental factors ➤ verbal reports to the HSF Board at every meeting to report on activities ➤ as a member of the Governance Review Committee, ensures that all aspects of Article 34 are adhered to and reports to Executive Committee on all developments ➤ participates in all negotiations with the College for new agreements or revisions to existing agreements ➤ facilitate academic and operational complaints or concerns forwarded by students in an accountable, timely manner ➤ uphold the mission statement and goals of the organization as outlined in the Constitution |

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| <p>Communications & Representation Function</p> | <ul style="list-style-type: none"> ➤ interactions with various members of the Humber community including (but not limited to): President, VP (Administration), VP (Academic), VP (Business Development, Principal of Lakeshore and the Lakeshore Director Students/Campus 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 ➤ Governance Review Committee ➤ Business Development Committee ➤ Alumni Committee ➤ oversees the HSF role in the Lakeshore KPI process by reviewing the process with the College and to recruit and schedule student invigilators for the Lakeshore Campus ➤ acts as a member of the Health Centre Management 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 ➤ acts as a member of the Fee Protocol Committee and is responsible to ensure that the terms of the agreement are being upheld by reviewing fee trends, past developments and the impact of changes in fees as it relates to students ➤ acts as a member of Academic Council and is responsible to ensure that student issues are heard by the Council and updates are made to the Board of Directors in a timely matter ➤ acts as an ambassador for Humber students on our provincial organization OCCSPA/APECCO by: <ul style="list-style-type: none"> ➤ Attending the quarterly conferences ➤ Actively participating in the membership meetings and possibly taking on an Executive position of the organization ➤ familiarize and liaison with the following organizations within the Humber community: <ul style="list-style-type: none"> ➤ Humber College Faculty Union ➤ Humber College Support Staff Union ➤ Humber College Alumni Association ➤ must be visible at various events during the year, including (but not limited to) Orientation, Welcome Week, Convocation, General HSF Meetings and some sporting events |
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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

- Accountability as signing authority (agreements with College)
- Responsible for reviewing, recommending and approving the preliminary budget, annual budget and budget review through the Executive Committee
- Responsible to recruit students for KPI

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
- General Business courses or training
- 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