

Director of Students Experience



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Position Title: Director of Students Experience

Reports To: Board of Directors

Student Association Mission Statement:

We are the students of George Brown College, committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Overview:

The Student Association functions as the central student government representing the interests of all George Brown College students. The Student Association focuses on representation, advocacy, delivery of services and the operation of businesses to support its overall mandate.

The purpose of the Board is to lead the organization toward the desired performance and assure that it occurs. The Student Association Board of Directors are accountable to the members of the Student Association – the students. As elected representatives, the Directors are accountable for upholding the By-laws, Code of Conduct and all Policies and Procedures; conduct themselves in a professional, respectful and ethical manner as outlined in the Code of Conduct and this manual; Overseeing the sound management of the Student Association of George Brown College as a corporation and as a community organization and being responsible for the finances and financial management of the organization both directly and through agents and officers.

General Responsibilities include, but not limited to:

Students Engagement:

- Provide regular updates and information concerning the initiatives, activities, and services of Student Life, Career Services, Peer Connect, Tutoring & Learning Centre, International Centre, Library, etc.
- Promote & support recreational and other activities throughout the academic year that ensures that the College achieves its student leadership development, and engagement goals
- To operate with a student – centred approach and focus on effectively serving students
- To report to the board about current and future trends among students, solicit feedback from students about their student experience in the college

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- To work in collaboration with directors to create and develop an annual plan of student communications and campaigns designed to engage students fully with Student Association
- Work in conjunction with Director of Education and Equity to plan an advertising strategy for activities and events and ensure they are promoted to the Board and membership
- In conjunction with the executive team work to ensure an events calendar that reaches all programs and all campuses is produced and disperses budget reasonably and equitably among campuses.
- Identify & implement strategies for increasing Student use of services and involvement in organization's programs
- Act as an ambassador of the corporation at events on all campuses and the College student residence
- Work to ensure an events calendar that reached all programs and all the campuses for the betterment of the students' involvement
- Support clubs and student networks administration, including ratification and de-ratification in conjunction with the staff review and recommend Clubs Policies updates to Communications and Internal Committee as needed
- Shall be responsible for ensuring that all the activities and endorsements of the Board reflect the anti-oppressive mandate of the corporation

Representation and Coordination:

- Act as a Chair of the Marketing & Communication Committee and coordinate in office meetings of the committee.
- Serve as a member of actively participate in person and/or online in any other committees or ad hoc working groups, external to the corporation, as determined by the Board of Directors and/or Executive Committee
- Serve as a member of appropriate hiring committees
- Serve as a member of the executive committee and attend the meeting in office or stated otherwise.
- In conjunction with Director of Education and Equity assist with training of the board members elected during the fall by-elections
- Serve as a member of the Board Mediation Committee

Performance Reporting:

- Provide written report on work and future work to Board of Directors monthly using the approved board report template
- Develops work plan for summer, fall and winter terms in order to review the data that has been obtained from the students
- Complete a transition report summarizing the year's deliverables, key contacts, and works in progress and presents the report to the General Manager and incoming director of the same position during the mandatory transitional training

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Eligibility

As per By-Law 3: Board of Directors Eligibility

- Be a member in accordance with By-Law 1;
- Be at least 18 years of age as of the date of ratification; and
- Otherwise eligible to be a Director of a Corporation under the Act, namely not being found incapable of handling property under the Substitute Decisions Act, S.O. 1992, c.30 or the Mental Health Act, R.S.O. 1990, c.M.7 and not having an undischarged bankruptcy under the Bankruptcy and Insolvency Act, R.S.C. 1985, c.B-3.
- Not be currently employed by the Corporation in any role; and
- In the case of the Director of Operations and the Director of Communications and Internal, not be currently employed by the Corporation or the College in any role.

In addition to the eligibility requirements, any candidate seeking a nomination for the Director of Communications & Internal position shall also meet the following eligibility requirements:

- Have at least a 3.0 grade point average during their most recent academic term and be in good academic standing for their program;
- Have submitted a letter of reference from a professor, employer or other supervisor confirming the candidate's critical thinking and leadership skills. These criteria are met upon submission of the letter of reference, and the Chief Returning Officer shall not have the authority to reject a nomination based on the contents of the letter;
- If the director or candidate was an employee of the Student Association, not have discipline in the form of a written warning, suspension without pay, or termination for cause on file during the previous three years;
- Not have been disqualified as a candidate in the election during the previous three years;
- Not have been removed from the Board, suspended without pay, or impeached in accordance with the By-Laws within the previous three years; and
- The Chief Returning Officer in consultation with the Elections Committee shall prepare a session on the Board's roles and responsibilities prior to the start of nominations, and shall prepare a written summary of the session. In order to have their nominations certified, all candidates must, prior to certification, have either:
 - i) attended the session; or
 - ii) reviewed the written summary of the session, and have passed a test administered by the Chief Returning Officer or a Deputy Returning Officer regarding the board roles and responsibilities with a focus on the role of the Director of Operations and Director of Communications and Internal.

As per By-Law 12: Elections, section 4: Eligibility of Candidates

- All members who are in good standing in accordance with By-Law 1 and who meet the applicable eligibility requirements set out in By-Law 3 shall be eligible to run. The Board does not have authority to impose additional conditions on the eligibility

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of candidates unless those conditions are set out in the By-Law prior to the start of the election process.

- An individual member may hold a position on the executive for a maximum of two terms within a five-year period to commence upon the last day of their second term.
- No candidate shall run for more than one position during the same election.
- Voting positions on the Board shall be filled as follows:
 - i) The Executive members who shall be elected by the members at large.
 - ii) The Educational Centre Representatives shall be elected by the members registered in an academic program in their respective educational centres.

Desired Skills and Attributes

- Highly professional, trustworthy and discrete
- Honest and ethical - uphold ethical standards as your own actions reflect them
- Collaboration and team skills, critical thinking, and strong organizational skills
- Strong written and verbal communication skills
- Excellent time management skills but will go above and beyond to get things done
- Proficiency in MS Word, Excel, Power Point, Outlook, Internet
- Methodical; ability to plan and organize with strong attention to detail

Expected Behaviour

- Excellent leader with superior interpersonal skills that motivate others and encourage knowledge sharing
- You never leave a teammate behind; you win or lose as a team and give credit when deserved
- You build a positive team spirit through empowerment, trust, and respect
- You do the right thing, even when it's the hard thing
- You never miss an opportunity to learn something new
- You value integrity; you are a consensus builder.

Remuneration & Obligations:

- Receive remuneration of \$17 per hour and shall meet the obligations of a 24-hour work week, and is available to work in office, a minimum of 18 out of 24-hours during regular office hours of the corporation on a consistent and predictable basis. The executive will be accountable for the remaining hours through work plan, student engagement and conferences.