



The Carleton University Students Association is an incorporated, not-for-profit, student-run organization dedicated to enriching the undergraduate student experience through events, advocacy efforts, and services.

POSITION DESCRIPTION

Position Title: Vice President Student Issues
Reports to: CUSA President/CEO
Department: Executive
Date Revised: February 3rd, 2025
Compensation: Competitive with entry-level non-profit work at ~\$43,000 annually pro rata
Contract Duration: May 1st, 2025 - April 30th, 2026
Union: Not Unionized
Hours:

- Full time at 35 hours/week from May 1st, 2025 to August 31st, 2025;
- Part time at 25 hours/week from September 2nd, 2025 to April 30th, 2026

OBJECTIVE OF THE POSITION

The **Vice President Student Issues (VP Student Issues)** serves as the **primary student advocate** within the Carleton University Students' Association (CUSA). This role focuses on **representing undergraduate student concerns**, advocating on **academic, equity, and social issues**, and working with campus and external stakeholders to drive meaningful change.

The VP Student Issues works closely with the President/CEO, **student groups, university administration, and policymakers** to ensure that student voices are heard and that policies reflect the needs of the undergraduate community.

CORE COMPETENCIES

- Student Advocacy & Representation
- Policy & Governance Knowledge
- Strong Communication & Public Speaking
- Strategic Planning & Decision Making
- Project & Campaign Management
- Stakeholder Relationship Building
- Problem-Solving & Negotiation
- Time Management & Organization
- Equity, Diversity & Inclusion Awareness

DUTIES & RESPONSIBILITIES

1. Advocacy & Student Representation

- **Lead and manage CUSA's advocacy initiatives**, ensuring student concerns are represented on campus and beyond.
- Develop and maintain an **annual Advocacy Roadmap** and **Advocacy Tracker** to monitor progress on key student issues.
- Act as the **official representative** of students on matters related to **equity, academic policies, and student welfare**.
- Host **town halls and consultation meetings** with students to gather concerns and ensure student perspectives are central to CUSA's policies.
- Support **equity-seeking, religious, cultural, and social clubs** in their initiatives, ensuring alignment with CUSA's **Equity and Advocacy Mission**.
- Advocate for **academic support services, student development programs, and financial aid improvements**.

2. Programs & Initiatives

- Lead **student-focused awareness campaigns** on key issues such as **mental health, sexual violence prevention, and academic support** in collaboration with service centers.
- Oversee and execute **equity and advocacy projects**, including but not limited to:
 - Gender-affirming gear distribution
 - Free menstrual products
 - Safe party kits
- Work with university services to **expand accessibility initiatives** for marginalized student groups.

3. Stakeholder Engagement & Partnerships

- **Maintain strong relationships** with university offices such as the **Student Experience Office, International Student Services, and the Department of Equity & Inclusive Communities**.
- Work with **external student organizations** to amplify student advocacy efforts.
- Advocate at **municipal, provincial, and federal levels** for policies that benefit students, including public transportation, student employment, and tuition affordability.
- Collaborate with **Carleton's Academic Student Government, Carleton Graduate Students' Association, and Ottawa City Transportation** to address student needs.

4. Leadership

- Work alongside the **President/CEO** to ensure smooth operations and advocacy alignment.
- Ensure a **successful transition** for the incoming **Vice President Student Issues** at the end of the term.
- **Create a comprehensive transition handbook** to guide and support the incoming **Vice President Student Issues**, detailing key processes, responsibilities, and best practices.

PERFORMANCE INDICATORS (KPIs)

To measure success, the **VP Student Issues** will be evaluated on the following key performance indicators:

1. Student Engagement & Advocacy Impact:

- Host at least **3 town hall meetings per year** with students to gather concerns and input.
- Increase student participation in **CUSA-led advocacy initiatives by 15%** from the previous year.

2. Policy & Issue Resolution:

- Successfully advocate for **new policy changes or commitments** from the university administration per year.
- Maintain a **publicly accessible Advocacy Tracker**, with at least **80% of advocacy goals showing progress or completion**.

3. Program Execution & Awareness Campaigns:

- Execute **at least 3 major awareness campaigns** (e.g., mental health, equity, accessibility).
- Increase engagement with **equity and advocacy initiatives by 20%** through outreach and collaborations.

4. Stakeholder & Government Relations:

- Establish **regular meetings with stakeholders, municipal/provincial representatives** to discuss student concerns.
- Increase student involvement in **external advocacy efforts**

ELIGIBILITY / QUALIFICATIONS / EXPERIENCE

Minimum Requirements:

- Must meet **eligibility criteria outlined in the [Vice Presidential Elections Policy](#) and [Nomination Guidelines](#).**
- Strong background in **student advocacy, policy, or governance.**
- Excellent **organizational, public speaking, and interpersonal skills.**
- Ability to manage **multiple projects simultaneously** and work under pressure.
- Understanding of **student rights, equity, and policy development.**
- Availability to work **in-person during regular business hours** for the duration of contract.

Preferred Qualifications:

- Prior experience in **student government, club leadership, or advocacy organizations.**
- Familiarity with **campus governance structures and university policies.**
- Experience in **policy writing and research.**
- First Aid and CPR Training (Asset).
- Proficiency in **Google Suite, Microsoft Office, and data tracking tools.**

CUSA values employment and educational equality and welcomes applicants from diverse groups including (but not limited to): women; aboriginal people; people of colour; people with disabilities; international students; and gay, lesbian, bisexual, transgendered people.

HOW TO APPLY

Nominations will be open from **Monday, February 10th, 2025 – Monday, February 24th, 2025, at 5 PM.**

Application Requirements:

- Completed [CUSA 2025 Vice President Nominations Form](#).
- Attachment of **at least 25 eligible nominators'** information.

For any questions, contact **CUSA's Chief Returning Officer (CRO) Connor Plante** at cro@cusaonline.ca.