



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 Life
Reports to: CUSA President/CEO
Department: Executive
Date Revised: February 5th, 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 Life (VP Student Life)** is responsible for **enhancing student engagement, campus culture, and student experience** by overseeing **events, programming, and student-led initiatives**. This role focuses on **developing an inclusive, vibrant, and engaging campus environment** through strategic event planning, student group collaboration, and orientation programming.

The VP Student Life works closely with the **CUSA Executive, Carleton University, and student organizations** to **foster community building, increase student participation, and support diverse programming that reflects the needs of the student body**.

CORE COMPETENCIES

- Event Planning & Student Engagement
- Strategic Leadership & Decision Making
- Collaboration & Relationship Building
- Project & Budget Management
- Cultural Awareness & Inclusivity
- Time Management & Organization
- Strong Communication & Public Speaking
- Flexibility & Problem-Solving

DUTIES & RESPONSIBILITIES

1. Events & Programming

- Plan, organize, and execute **student-focused events** that **enhance campus life** while ensuring inclusivity for students of all backgrounds, genders, cultures, and identities.
- Work closely with **CUSA full-time staff and student organizations** to develop and implement programming for the **academic year**.
- Oversee the **promotion and advertising** of student events, ensuring effective outreach to maximize student participation.
- Develop **feedback mechanisms** (e.g., surveys, event reports) to evaluate event success and **improve future planning**.
- Provide support for **CUSA Businesses** in their **event planning and promotions**.

2. Orientation Programming

Fall Orientation:

- Act as the **main point of contact** between CUSA and the **Student Experience Office** to coordinate **Fall Orientation Week**.
- Represent CUSA on the **Orientation Advisory Board** to ensure student interests are prioritized.
- Support the **hiring and training of Fall Orientation Coordinators** in collaboration with the Student Experience Office.
- Plan and organize **Carleton University Homecoming** events to **enhance student engagement** and campus traditions.

Winter Orientation:

- **Lead** the planning and execution of **Winter Orientation Week**, ensuring programming aligns with student needs.
- Coordinate **campus-wide orientation events** and work with university departments to **enhance first-year student experiences**.

3. Student Group Support & Community Engagement

- Oversee and support **Chonk Nation** recruitment, training, and management with the **Associate Vice President Student Experience**.
- Collaborate with **CUSA Service Centres and the Vice President Student Issues** to support student-run initiatives and programming.
- Maintain strong working relationships with key **campus stakeholders**, including:
 - **Rideau River Residence Association (RRRA)**
 - **Student Experience Office**
 - **Carleton University Athletics**

4. Leadership

- Work alongside the **President/CEO** to ensure smooth operations and strategic event planning.
- Successfully **transition the incoming VP Student Life** at the end of the term.
- **Create a comprehensive transition handbook** to guide and support the incoming **Vice President Student Life**, detailing key processes, responsibilities, and best practices.

Performance Indicators (KPIs)

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

1. Student Engagement & Event Success

- Achieve **80% attendance capacity** at major CUSA events.
- Implement **student feedback mechanisms** with at least **75% positive satisfaction ratings**.

2. Orientation Programming

- Increase **first-year participation in Fall & Winter Orientation by 15%**.
- Successfully collaborate with the **Student Experience Office**, ensuring at least **3 joint events** per orientation period.

3. Club & Community Engagement

- Ensure **90% of student-led initiatives receive proper administrative and funding support**.
- Expand **collaborations with campus stakeholders**, leading to at least **5 joint events per semester**.

4. Organizational Impact & Growth

- Develop a **comprehensive event planning strategy** that improves **efficiency and execution year-over-year**.
- Increase **volunteer involvement in CUSA events** by at least **20% from previous years**.

Eligibility / Qualifications / Experience

Minimum Requirements:

Must meet **eligibility criteria** outlined in the [Vice Presidential Elections Policy](#) and [Nomination Guidelines](#).

Strong **event planning and organizational skills**.

Excellent **written and verbal communication skills**.

Ability to manage **multiple projects simultaneously** and work under pressure.

Understanding of **student engagement strategies and campus culture**.

Availability to work **in-person during regular business hours** for the duration of contract.

Preferred Qualifications:

Experience in **event planning, marketing, or student leadership**.

Familiarity with **Carleton University's student governance and campus organizations**.

Previous experience in **student clubs, student government, or community organizing**.

First Aid and CPR Training (**an asset, not required**).

Proficiency in **Google Suite, Microsoft Office, and event planning software**.

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)** at cro@cusaonline.ca.