

IGNITE Job Description

Job Title Vice President Guelph-Humber, Vice President Lakeshore, Vice President North

Compensation \$18/hr + 4% vacation

Department Governance

Campus Guelph-Humber, Lakeshore, North

Position Type Full-time

Number of Positions 3 (one per campus)

Position Overview

The Vice President(s) is the key contact for students at their respective campus. They contribute strategically to IGNITE offerings specific and non-specific to their campus, and ensure the mission of IGNITE is being successfully implemented throughout their campus. The Vice President(s) works collaboratively with the Executive Committee to advocate for the student body to various internal and external groups. The Vice President(s) is expected to maintain office hours of 35 hours per week for the duration of their term of office.

Responsibilities

Advocacy

- Pursue advocacy initiatives as agreed upon by Executive Committee
- Represents IGNITE and the student body at-large on Humber/Guelph-Humber committee meetings, and in discussions with Administration

Engagement

- Participate in student outreach initiatives
- Host IGNITE events; events take place during the day or evening
- Participate in IGNITE created campaigns and media

Strategy

- Create innovative ideas, specifically:
 - New service offerings, improvements to existing services
 - New communications strategies, technologies and campaigns
 - New club and volunteer strategies and improvements to existing club and volunteer strategies
 - New event ideas and themes for major IGNITE events
- Research potential new IGNITE offerings that accomplish IGNITE's strategic initiatives

Governance

- Attends and participates in all Executive Committee meetings
- Attends and participates in Board of Directors meetings

Relationship Management & Public Relations

- Represent IGNITE as an official spokesperson at various functions and events specific to their campus
- Main contact for interviews with on-campus media; as well as participate in IGNITE's online communities

Administrative Duties

- Respond to e-mails, phone calls and online interactions from students, co-workers, reporters and partners

Minimum Requirements

- Flexible and accessible for all Board meetings
- Excellent communication and interpersonal skills
- Must be observant and informed of the IGNITE Constitution, Policies and Procedures

Other Knowledge, Skills, and Abilities

- Organizational and time management skills
- Problem solving and decision making ability

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required.