

Vice President of Academic Affairs



Title of Position	Vice-President of Academic Affairs
Term of Employment	May 1 2011 – April 30 2012
Time Commitment	Approximately 20-25 hrs/week throughout the school year.
Position Summary	The VP Academic is responsible for coordinating and overseeing academic programs and services to better the student academic undergraduate experience for Desautels students.
Portfolio	<ul style="list-style-type: none"> • Executive Council • Chairs VP Academic Portfolio: <ul style="list-style-type: none"> ○ U2CC/GCC ○ DMLS ○ MAW ○ Tutorial Services ○ Career Services Advisory Committee ○ Major & Concentration Fair ○ Mentorship Program ○ Meet Your Profs
Main Responsibilities	<ul style="list-style-type: none"> • Help liaise with Career Services • Represent the student body to the Undergraduate Program Committee • Recruit, select, and manage a team of portfolio members • Facilitate meetings with portfolio members and support their work • Attend MUS Executive Council meetings and Board of Director Meetings • Engage with the VP Academic equivalents of other student constituencies to optimize the learning experience of Desautels students
Qualifications	<ul style="list-style-type: none"> • Minimum GPA of 3.0 • Excellent multi-tasking skills • Ability to manage a team and delegate • Professional written and verbal communication skills • Intimate understanding of the academic landscape of Desautels • Strong analytical and critical thinking skills • Professionalism to communicate with the faculty and administration of Desautels and McGill • Understanding of curricular and academic management
Anticipated Projects	<ul style="list-style-type: none"> • Mentorship Program • Career Services in the curriculum • Sustainability in the curriculum