

Academic Area Representative



Title of Position	Academic Area Representatives
Term of Employment	May 1 2011 – April 30 2012
Time Commitment	Approximately 5-10 hrs/week throughout the school year.
Position Summary	The Academic Area Representative is responsible for coordinating and overseeing academic programs and services to better the student academic undergraduate experience for Desautels students and oversee activities of the Executive Council
Portfolio	<ul style="list-style-type: none"> • Board of Director meetings • Standing Board of Directors Committees • Select and appoint the Vice-Presidents of the Executive Council
Main Responsibilities	<ul style="list-style-type: none"> • Define the long-term strategy to fairly and efficiently achieve the mission of the MUS • Create or update a 5-year strategic plan for the MUS • Ensure the sustainability of the MUS • Foster transparency of all MUS • Represent the best interests of their respective constituencies in all decisions • Approve the annual MUS Budget as presented by the Executive Council • Approve budgetary amendments greater than \$5,000 but less than \$50,000 • Manage Board of Director Committees • Liaise with respective area coordinators
Qualifications	<ul style="list-style-type: none"> • Minimum GPA of 2.5 • 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"> • Establishing the first 5-year strategic plan for the MUS