

# Vice President of Internal Affairs



Title of Position	Vice-President of Internal Affairs
Term of Employment	May 1 2011 – April 30 2012
Time Commitment	Approximately 20-25 hrs/week throughout the school year. (~30 hrs/week in September and January)
Position Summary	The VP Internal is responsible for liaising with the administration at Desautels in addition to managing the student space and student interactions with the administration.
Portfolio	<ul style="list-style-type: none"> <li>• Executive Council</li> <li>• Chairs VP Internal Portfolio</li> <li>• HR Director</li> <li>• Clubs (including Clubs &amp; Activities Day)</li> <li>• Elections Management</li> <li>• 21st Century Fund</li> <li>• Sustainability</li> </ul>
Main Responsibilities	<ul style="list-style-type: none"> <li>• Recruit, select and manage a team of chairs, co-chairs and committee members for all events in the internal portfolio</li> <li>• Liaise with McGill Administration</li> <li>• Responsible for student space and its use and maintenance</li> <li>• Attend MUS Executive Council meetings and Board of Director meetings</li> <li>• Recruit, select and manage a team of chair, co-chairs and committee members</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Minimum GPA of 2.5</li> <li>• Excellent multi-tasking skills</li> <li>• Beneficial to be bilingual</li> <li>• Professional written and verbal communication skills</li> <li>• Strong analytical and critical thinking skills</li> <li>• Professionalism to communicate with the faculty and administration of Desautels and McGill</li> <li>• Genuine passion for improving the university experience of management students</li> <li>• Solid awareness with respect to issues involving legality, safety and equity</li> <li>• Strong organizational and project management skills</li> <li>• Past involvement in the faculty</li> </ul>
Anticipated Projects	<ul style="list-style-type: none"> <li>• Integrate sustainability into events, committees and clubs</li> <li>• Make relevant purchases for enhancement of technology usage within the faculty</li> </ul>