

Student Association | Position Description / Application

If you require any additional information, please contact Aliza at Aliza.Amarshi@vcad.ca

Department: Student Services

Reporting To: Student Services Coordinator

Contract Period: Minimum 2 Terms

Time Commitment: Mentoring plus other Campus events

VCAD Mission Statement:

VCAD provides accessible, innovative and industry driven education and training that serves the needs of our local communities, by preparing graduates for rewarding careers in the art and design disciplines.

Incentives

- Receive a completion certificate and a letter of recommendation on completion of term
- All meeting will be supplied beverage and snacks
- VCAD Ambassadors T-Shirt to wear at all events
- Thermos or Water Bottle and other VCAD swag
- Receive a Student Service Award at Graduation
- End of term lunch for all Members
- Learn project and event management
- Be part of a group of leaders that have the same goals as you
- Get to know your faculty better and have them see you as a leader
- Make a difference on your campus

Responsibilities

Connection with Students

- Represent VCAD, and update students with any relevant VCAD information (events, issues, Campus resources, etc).
- Establish, develop and maintain an open relationship and a sense of belonging with your mentees.
- Be available to mentees and provide information to them as to when you will be available.
- Encourage and support mentees with their involvement on campus.
- Promote academics and lifestyle balance.
- Be familiar with academic and personal services on campus (included in training) and utilize and refer students as required, with an understanding of one's own personal limits.
- Visit mentees in first term classes and encourage them to attend Town Hall meetings.
- Engage with virtual community for mentee group, utilize online community weekly.
- Meet one on one with students who require additional assistance and support.
- Play an active role with Orientation day, VCAD Orientation welcoming students to campus
- Create and hold academic and social programming/events each term.
- Tell us what we need to do to effectively program events for the first year students.

Ongoing Campus events

- VCAD Orientation (Each Term)
- Portfolio Show – (Each Term)
- Town Hall meetings (Once a Term)
- Graduation Ceremony – (Twice a year)
- Student Events
- Seasonal Activities - Varies

Team Development

- Attend bi-weekly Member Meetings with a Student Services (1 hour).
- Be a resource for other Mentors.
- Encourage idea sharing, team building and a positive work environment amongst teammates.

Communicative & Administrative

- Provide input on developing new workshops and initiatives for students.
- Opportunity to join organizational committees.
- Communicate with mentees regularly through email or Facebook.
- Advertise events and services on campus.
- Report serious individual and community issues immediately.
- Complete an ongoing “Interaction Log” of activities and updates regarding your interactions with mentees both online and in person.

Performance Standards

- Demonstration of good judgement and leadership.
- Communication with students and staff is important.
- Prompt return of student and staff requests/concerns.
- Promotion of on campus workshops, events, and other VCAD information.
- Role modeling appropriate behaviours in person and on-line at all times.
- Demonstration of visibility and availability to your mentees.
- Conducting regular mentee meetings.
- Participation in team building/development activities and programs.

Academic Comments

Student Association Members are students first and should not jeopardize their academic success. Mentors are expected to speak with the Student Services Coordinators regarding conflicts between the position and their academic success.

How to Apply

Applicant must:

- Have excellent attendance
- Have positive attitude towards learning and others
- Be committed for a minimum of two academic terms
- Adhere to campus policies regarding health and safety, matters of privacy, transparency, integrity, and general conduct

How to Apply: Interested applicants will need to submit:

- A cover letter
- A resume
- An application sheet with one academic (instructor) and two student endorsements

Interested applicants can submit the applications to Student Services Coordinator Aliza at Aliza.Amarshi@vcad.ca

Student Name: _____

Program: _____

Date: _____

Academic Endorsement (Name): _____

(Signature): _____

Student Endorsement (Name): _____

(Signature): _____

Student Endorsement (Name): _____

(Signature): _____