

## President – Sault College Students' Union

<b>POSITION:</b>	SCSU President
<b>REPORTS TO:</b>	SCSU Board of Directors
<b>LAST UPDATED:</b>	January 2023 – Motion # 01-18-2023 B
<b>QUALIFICATIONS:</b>	See below
<b>LOCATION:</b>	Sault College Students' Union
<b>TERM:</b>	May 1 <sup>st</sup> , 2023, to April 30 <sup>th</sup> , 2024
<b>HOURS:</b>	35 to 40 hours a week
<b>Application Deadline:</b>	

### Scope and Nature:

Sault College Students' Union (SCSU) is a student-led organization representing all full-time fee-paying students at Sault College. Our mission is to create an exceptional student experience through student-focused programs, services, and advocacy. Our vision is to empower our student community to succeed in a changing world. We strive to do this as an active member of the Sault College community, facilitating opportunities for student leadership, and creating strategic partnerships to improve the quality of life on campus. The President of Sault College Students' Union (SCSU) works to engage, inform, and lobby for students on issues that affect post-secondary education, and the life of Sault College student.

### General Responsibilities

- Acts as the Chief Executive Officer, serving as the official representative and spokesperson of SCSU.
- Supervises the Indigenous Student's Union President, SCSU Vice President Campus Connections, SCSU Vice President Student Life and the SCSU Executive Director, ensuring all day-to-day operations are in line with the best interests of all Sault College students (the membership of SCSU).
- Responsible for developing, implementing, and overseeing all advocacy initiatives of SCSU and assists with business planning.
- Consults with the SCSU Executives and BoD to provide feedback and recommendations for the organization's budget.
- Supports and promotes all SCSU sanctioned events, activities, and services.
- Consults with the Executive Director on all legal, financial, and management related matters of the corporation when necessary.

### Specific Responsibilities

Specific roles and responsibilities of this position include, but are not limited to the following:

- Maintains regular meetings and updates with Sault College's President and Administration.
- Alongside with the Executive Director, administers disciplinary actions involving SCSU Executive and Chapters/Clubs members.
- Ensures that appropriate files for historical purposes are kept up to date.
- Reports regularly all SCSU updates and initiatives to the SCSU Board of Directors and acts as the Vice-Chair when required.
- Acts as the Chair in all Executive meetings working alongside the Executive members to ensure the board directions are being carried out.
- Implements and adheres to any decisions made by the SCSU Board of Directors.
- Official signing authority for SCSU when required.
- Official liaison between SCSU and Sault College BOG, other student governments, student affiliations, all levels of government, and other entities as necessary.

- Ensures that the SCSU By-Laws and Policy Manual are adhered to and maintains legal responsibilities to the corporation.
- Represents SCSU at all required Committees.
- Participates in the hiring process of SCSU employees as required,
- Prepares and presents an annual report at the Annual General Meeting,
- Prepares a Transition binder (documentation) for their successor ensuring smooth transition.
- Meets and guides Sault College students through any academic and non-academic related issues.
- Maintains contact with other post-secondary institutions, businesses, and other external organizations in conjunction with the Vice President Campus Connections.
- Remove themselves from any setting when a conflict of interest arises and delegates their duties to an Executive member.

## **QUALIFICATIONS**

The successful candidate will have the ability to use their leadership skills while demonstrating their ability to work both independently and as part of a team-based environment to achieve the goals and objectives of the organization.

- A current Sault College full-time student (at time of nomination) with a minimum 2.5 GPA in the Fall semester and expected to graduate in April.
- **Or** the Current President in their first term
- The Candidate must be at least 18 years of age, must not be an undischarged bankrupt, must be mentally competent, and must not have been convicted of any offenses listed under the Canadian Criminal Code.

## **BENEFICIAL QUALIFICATIONS**

- Ability to work in a fast paced, dynamic environment
- Advanced computer skills in office 365
- Exemplar attention to detail and accuracy, time management, ability to direct and supervise
- A strong passion for leading the team to provide an exceptional experience
- Punctual, Organized, and Enthusiastic
- Creativity and a passion for students' advocacy
- Team-First attitude and strong leadership
- Able to multi-task
- Great listening and communication skills
- Able to problem solve
- Outgoing and positive
- Responsible, accountable, and professional
- Exceptional decision-making skills
- Ability to work extended hours, evenings, and weekends when required

## **BENEFITS (WHAT WILL YOU GET)**

- 2 weeks paid vacation
- Health and Dental Insurance Plan
- Bi-weekly cell phone allowance
- 15% discount at Odeno student pub
- Professional Development opportunities includes conferences

Interested candidates, please visit: [Elections \(myscsu.ca\)](https://elections.myscsu.ca) for further details.