



UNB Student Union

Vice President Academic

Location: Student Union Building, Fredericton, NB

Date: May 1st to April 30th

Summer Hours: 37.5 hrs/week

Academic Hours: 15 hrs/week

Reports to: UNB Student Union President

Summary:

The Vice President Academic shall be responsible for monitoring academic regulations and improving the overall quality of education at the University of New Brunswick. The Vice President Academic will also be responsible for advocating on all academic matters. The Vice President Academic shall ensure that there is adequate student representation in all internal related decision making processes of the University of New Brunswick.

Key Responsibilities:

- Support all matters relating to the academic workings of UNB Fredericton
- Oversee and act as a support for Student Senators and students appointed to UNB Fredericton senate standing committees;
- Research new opportunities for academic programming to improve the quality of education and educational supports for students
- In collaboration with the Vice President Student Wellness, oversee the annual breaking stereotypes campaign

Supervisory Roles:

- Supervise and manage the following coordinators and staff:
- Academic Programming Coordinator
 - Council Chair; and
 - Council Secretary



UNB Student Union

Vice President Academic

Accountabilities:

- Act as a liaison between the Union and:
 - The University Senate;
 - The University Registrar;
 - The Office of the UNB Vice President Academic;
 - Faculty councils;
 - And any other academic unit of the University;
- Be a student senator on the University of New Brunswick Fredericton Senate;
- Serve as the primary contact person for all student senators, as well as all students on Senate standing committees;
- Ensure the execution of academic programming;
- Conduct semesterly councillor check-ins with faculty councillors and provide support for councillor projects as needed

Administrative Duties:

- Conduct semesterly check-ins with students appointed to committees and provide support for those students as required;
- Provide reports to Council on activities undertaken at each meeting of Council;
- Provide a transition report to the incoming Vice President Academic at the end of the term.
- Hold voting rights on the following Union committees:
 - Selections Committee
- Chair the following Union committees:
 - Internal Affairs Committee;
 - Senate Committee
- Oversee the appointment of councillors to Student Union standing and ad-hoc committees as needed

Requirements:

- Be registered as an undergraduate student at UNB;
- Be in good standing with the Union;
- Have and maintain a minimum GPA of 2.0.