



UNB Student Union

Vice President Events & Services

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 Events and Services shall manage and be responsible for the oversight of all services and campus events provided by the Union. The Vice President Events and Services shall perform those duties as may be required or necessary to achieve the purposes or objectives of the Union.

Key Responsibilities:

- Manage all services provided by the Union in collaboration with their respective coordinators. These services are:
 - SafeRide;
 - Food;
 - Student Legal Information Center (SLIC);
 - Alcohol and Cannabis Education (ACE);
 - Bike Co-op;
 - PaperTrail;
 - Health and Dental Insurance;
 - Campus Events
- SafeRide responsibilities:
 - Work in collaboration with the SafeRide Coordinator in commencing the SafeRide service at the start of the Fall Semester and ensure its operation until the end of the academic year;
 - Ensuring that the fleet has the latest Union decals and updating when necessary;
 - Analyzing usage of the service and making changes to operation as necessary;
 - Negotiating contracts with other institutions interested in using SafeRide in collaboration with the VP Finance & Operations.



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Key Responsibilities Continued:

- Campus Food responsibilities:
 - Work with the Garden Coordinator in the summer to ensure that the UNBSU Community Garden is open to members;
 - Overseeing the logistics of the Garden through renting out plots and helping the Garden Coordinator whenever possible;
 - Working with the Food Coordinator during the year to run the Fresh Food Bags program as well as the Hamper Food Boxes in collaboration with Community Food Smart and Greener Village Food Bank respectively throughout the academic year;
 - Managing the Tower Gardens located at the Student Union Building in collaboration with the Garden Coordinator and Food Coordinator;
 - When possible, applying for federal and provincial funding such as, but not limited to, the Environmental Trust Fund to maximize resources for the Garden as well as food security programming.
- Student Legal Information Center responsibilities:
 - Working with the Senior Coordinator to hire the Junior Coordinator;
 - Developing programming to increase awareness of a free legal clinic in collaboration with Vice President Communications;
- Alcohol and Cannabis Education responsibilities:
 - Support the Alcohol and Education Coordinator in the creation and execution of alcohol and cannabis harm reduction programming
- Campus Events
 - Support the Director of Campus Events in the planning and execution of the following major events:
 - Blast-off Concert
 - Winter Carnival
 - Red n' Black Revue
 - Celebrate UNB Days
 - Assist the Director of Campus in the supervising of the Student Experience Team (SET);
 - In collaboration with the Vice President Finance and Operations and the director of Campus Events develop a sponsorship strategy and sponsorship package to secure funding for major campus events



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Key Responsibilities Continued:

- Student Union and Recognition Awards responsibilities:
 - Celebrating the year with Union employees such as, but not limited to, Councillors, Coordinators, Orientation Week team through an end-of-year event organized in collaboration with the Executive Team.
- Ensuring that student services and events of the UNBSU are inclusive, safe, and relevant.

Supervisory Roles:

- Supervise and manage the following coordinators and employees along with any projects associated with them:
 - SafeRide Coordinator;
 - SafeRide Drivers;
 - Student Legal Information Center Senior Coordinator;
 - Student Legal Information Center Junior Coordinator;
 - Food Coordinator;
 - Garden Coordinator;
 - Alcohol and Cannabis Education Coordinator;
 - Director of Campus Events;
 - Student Experience Team

Accountabilities:

- Work with UNB Financial Aid to operate the Great Computer Giveaway;
- Work in collaboration with the VP Communications to develop the UNBSU Agenda;
- Provide reports to Council on activities undertaken at each meeting of Council;
- Bring proposals for new services to the Council and be responsible for implementing new services approved by the Council;
- Submit time sheets for part-time employees to the General Manager on time for bi-weekly payroll submission;
- Provide a transition report to the incoming Vice President Student Life at the end of term.
- Chair the following Union committees:
 - Student Life and Awards
 - Alcohol and Cannabis Education Steering Committee

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.