



Vice President, Students

The University of British Columbia

GENERAL

The Vice-President, Students (the Vice President) reports to the President and works closely with the Provost and other members of the leadership team to accomplish the provides the vision, commitments, goals, and actions as set out in the University's strategic plan, *Place and Promise: The UBC Plan*, particularly those related to the creation of an exceptional learning environment.

As an integral member of the senior leadership team, the Vice President will support the University's Board in exercising their governance responsibilities and work collaboratively with leadership and management across the University and with key external stakeholders to enhance the student experience.

Specifically, the Vice President has leadership responsibility for the areas of the undergraduate experience, community service learning, student development, student housing, food services, and athletic and recreation services. Building a collaborative team that is clear about its role in supporting the University's achievement of its strategic goals will be critical to the overall success of this position.

SPECIFIC RESPONSIBILITIES

1.0 Governance

Supports the President and colleagues on the UBC system leadership team in providing information, counsel and support to the Board of Governors and its committees in order to enable them to effectively fulfill their governance responsibilities.

Supports the members of the Board People, Community and International Committee in fulfilling their governance responsibilities.

2.0 UBC System Leadership

Functions as a key member of the University's senior leadership team, which has collective responsibility for achieving the vision, commitments and goals established in the University's strategic plan.

3.0 Strategic and Annual Plans

In the context of UBC's strategic plan and in collaboration with all the constituent elements of the University that have an interest in the student services functions, formulates and recommends to the President a strategic plan for the Vice President, Students Portfolio that articulates a future vision, goals and actions.

Identifies critical issues that must be addressed in order to realize the vision and achieve the goals and objectives and sets out strategies to address those issues.

Ensures there is an annual operating plan that sets out specific goals and strategies for each fiscal year, aligned with the portfolio budget as agreed by the Executive.



4.0 Annual Objectives for the Vice President

In the context of UBC's strategic and operating plans, recommends to the President annual personal performance objectives for the Vice President; reports on progress against those objectives semi-annually and annually.

Conducts a parallel performance management process with those who directly report to the Vice President.

5.0 Student Development and Services

In collaboration with the Senior Director, ensures that:

- there is a strategy in place for Student Development and Services that supports the achievement of the strategic goals and objectives of the University (close collaboration with Provosts)
- the strategy is being implemented in a manner that enables the achievement of the articulated goals and actions for the student development and services programs
- the strategy effectively engages resources across the University in the execution of the program
- the strategy fully capitalizes on the benefits of providing an enriched student experience and the development of students through peer programs and leadership activities

6.0 University Community Learning Initiative

In collaboration with the Director, ensures that:

- there is a strategy in place for community learning that supports the achievement of the strategic goals and objectives of the University
- the strategy is being implemented in a manner that enables the achievement of the articulated goals and actions for the community learning program
- the strategy effectively engages resources across the University in the execution of the program, particularly those within the faculties (close collaboration with Provosts)
- the strategy fully capitalizes on engaging students and the community in learning experiences

7.0 Student Housing and Hospitality Services (SHHS)

In collaboration with the Managing Director, ensures that:

- there is a strategy in place student housing and hospitality services that supports the achievement of the strategic goals and objectives of the University (close collaboration with Vice President, Finance, Resources and Operations [VPFRO])
- the strategy is being implemented in a manner that enables the achievement of the articulated goals and actions for the SHHS programs
- the strategy effectively engages resources across the University in the execution of the program, particularly those within the faculties
- the strategy fully supports the student life experience in residences

8.0 Athletics and Recreation

In collaboration with the Director, ensures that:

- there is a strategy in place for athletics and recreation that supports the achievement of the strategic goals and objectives of the University



- the strategy is being implemented in a manner that enables the achievement of the articulated goals and actions for the athletics and recreation program
- the strategy effectively engages resources across the University in the execution of the program, particularly those within the faculties
- the strategy fully capitalizes on the benefits of sports at all levels

9.0 Okanagan Collaboration

Working with the AVP Students for the Okanagan campus, ensures the effective utilization of student services resources available within the established objectives, policies, plans, and budgets.

Ensures continued collaboration between the two campuses as it relates to other UBC constituents who have system wide responsibility for specific administrative functions.

10.0 Organization and Management of Staff

Ensures an effective organizational structure for the Vice President, Students Portfolio that reflects operational needs and prescribes the authority and responsibilities of staff as they related to the accomplishment of specific objectives and priorities.

Fosters a highly productive and rewarding work environment for all employees through effective selective, development, motivation and performance feedback.

11.0 Human Resources Leadership

Provides strong and effective leadership to the staff of the Vice President, Students Portfolio in order to capitalize on the full potential of this critical resource.

Communicates, motivates, guides, and directs all those involved to contribute fully to the realization of the portfolio's strategic and operational goals and actions.

Maintains high visibility among the members of the team and fosters engaged two-way communications with staff members.

In collaboration with the Associate Vice President, Human Resources, ensures that:

- there is a human resources strategy in place for UBC that supports the achievement of the strategic goals and actions of the University
- the strategy is being implemented in a manner that enables the achievement of the articulated goals and actions for the portfolio; and
- the strategy effectively engages resources across the University in the execution of the program, particularly those within the faculties and departments.

Communicates, motivates, guides and directs all those involved to contribute fully to the realization of the portfolio's strategic and operational goals and actions.

12.0 Financial and Administrative Management

Ensures the effective utilization of the financial resources allocated to the Vice President, Students Portfolio with the established objectives, policies, plans and budgets. (close collaboration with Provosts and VPFRO)



13.0 Internal and External Relationships

Builds strong relationships with student leaders (AMS, GSS, Global Lounge, other student leadership cohorts)

Works in close collaboration with the University’s Board of Governors and committee members, the President, the other Vice Presidents, other leaders and committees within the University to ensure the objectives of the University are met.

Initiates and continues to strengthen ties and establish a positive profile for the University both internally and in the community.

Works closely with students, faculty and the community to ensure that the University’s mandate of becoming an essential part of the community’s social and economic well-being is met.

14.0 Service Quality and Leadership

Maintains an exceptional standard of integrity and ethical leadership and assumes responsibility to ensure that student experiences and services are measured and continuously improved.

Ensure the student services team maintains a strong service orientation with open and effective two way communication with students, faculty and community.

Ensure proper processes and consultations occur within the University governance structure.

15.0 Trends in (portfolio) and Educational Institutions

Ensures the University is kept apprised of trends in the field of student experiences and services and the impact of the same on the University.

Keeps abreast of developments in the student services area, including housing, food operations, and community service learning and student development.

16.0 Other Responsibilities

Carries out other responsibilities as assigned by the President.

REPORTING RELATIONSHIPS

Reports Directly to

President and Vice-Chancellor

Direct Reports

Senior Director, Student Development and Services
Managing Director, Student Housing and Hospitality Services
Director, University Community Learning Initiative
Director, Athletics and Recreation



Works Closely With

Board of Governors
Board Committees
Deputy Vice Chancellor
Provost and Vice President Academic
Vice President, Finance, Resources and Operations
Vice President, Research and International
Vice President, External, Legal and Community Affairs
Vice President, Development and Alumni Engagement
Associate Vice President, Human Resources
University Counsel
Senior Directors, Managing Directors, Directors
Student Leaders
Deans
Various consultants and external communities