

Title: School of Education Senator (SES)

Department: Students' Representative Council ("BUSRC", or the "SRC")

Term of Office: May 1, 2023 – April 30, 2024

Expected Hours: 5-10 hours per week

Honorarium: \$600 (one-half paid at the end of each term)

Description:

As an elected member of the SRC Board of Student Representatives, the School of Education Senator is responsible for responsible representing students' interests. The SES has the main role of liaising with the Education students to address and communicate any issues regarding the student experience, while advocating on behalf of students at the SRC Board of Student Representatives (BSR).

Requirements:

- Must be a full-time Education student at Bishop's University, enrolled for the 2024-2025 academic year

Nature of Duties and Responsibilities:

- Liaise with Education students to address and communicate issues;
- Seek input from representative students from each program within the School of Education;
- Responsible for organizing, alongside the Education Peer Mentor, Wine and Cheese networking events, along with other workshops or events as deemed necessary by the Senator or Vice-President Academic Affairs (VPAA);
- Receive concerns, feedback, criticism, pertaining to the SRC or University, in relation to any element of the student experience;
- Follow-up on student concerns, by conducting research with other students, other student organizations, university staff and administration, etc.;
- Advocate on behalf of students at the Board of Student Representatives meetings;
- Attend bi-weekly Academic Advisory Meetings, along with the other students Senators and VPAA;
- Sit as a voting member on the University Senate and represent students on at least one Senate Sub-Committee as deemed necessary by the VPAA;
- Collaborates and supports relevant SRC academic societies;
- Support the VPAA for any academic initiatives as deemed necessary by the VPAA;
- Be available and accessible to meet with students for a minimum of two hours per month at the Student Success Centre, in addition to meetings of the SRC Board of Student Representatives;
- Relay findings, recommendations and issues to the Board of Student Representatives, SRC Executives and the student body;

- Volunteer as necessary for SRC events and operations such as Safewalk, Study Hall, Blood Drive, etc.;
- Submit a report to the BSR on all projects, affairs and operations of their position during their term of office. This report will be due upon the date of the final BSR meeting of each semester and it must follow the final report procedure as set out by the BSR.

Recommended Skills:

- Good interpersonal skills
- English language – oral and written
- French communication skills are an asset
- Ability to work in groups and individually
- Self-motivated and organized

How to apply:

This is an elected position, chosen during the SRC General Elections, voted on by Bishop's Education students.

To apply, complete the Nomination Form for the General Elections. All forms must be completed and submitted in the beige SRC drop box found in the SRC Office near the entrance. The box is clearly marked for nomination forms. Nominations received after 12 noon on Thursday March 14 will not be accepted.

Candidates must attend the Mandatory Candidates Meeting on Friday March 15 at 12 noon in McGreer 100.

Voting will be held from 12:01 am on Monday March 25 until 11:59 pm on Tuesday March 26, 2024.

For further information about the election and candidacy, please contact Karen Dymond, Secretary General, at srcsg@ubishops.ca or Mackenzie Poulin, Deputy Returning Officer, at srcelections.ca. For information about the position and its duties, please contact Christina Lepine, Vice President of Academic Affairs at srcacad@ubishops.ca.