

**Title:** Graduate Student Senator

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

**Term of Office:** May 1, 2024 – April 30, 2025

**Expected Hours:** 5-10 hours per week

**Honorarium:** \$600

**Description:**

As an elected member of the SRC Board of Student Representatives and the Bishop's University Senate, the Graduate Student Senator is responsible for representing students' interests in both bodies, in particular those of students registered in graduate and certificate programs. The Senator's main role is to liaise with students in graduate studies or certificate programs, to address and communicate any issues regarding the student experience, while advocating on behalf of students at the SRC Board of Student Representatives (BSR) and the BU Senate.

**Requirements:**

- Must be enrolled in a Graduate Studies program at Bishop's University for the 2024-2025 academic year

**Nature of Duties and Responsibilities:**

- Liaise with Graduate students and those enrolled in certificate programs to address and communicate issues;
- Seek input from students from each Graduate Studies and certificate program;
- 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 and BU Senate meetings;
- Attend Student Senate caucus meetings, as determined by the VPAA;
- Co-ordinate one survey for Graduate students each year to solicit their opinions and hear their complaints;
- 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;
- Attend the Graduate Studies committee meetings and participate as a voting member;
- Collaborate and support 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 week at the Student Success Centre, in addition to meetings of the SRC Board of Student Representatives and the Bishop's University Senate;

- Relay findings, recommendations and issues to the Board of Student Representatives and SRC Executive 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 Graduate Studies 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](mailto:srcsg@ubishops.ca) or Mackenzie Poulin, Deputy Returning Officer, at [srcelections.ca](http://srcelections.ca). For information about the position and its duties, please contact Christina Lepine, Vice President of Academic Affairs at [srcacad@ubishops.ca](mailto:srcacad@ubishops.ca).