

**Position Description**

Position Title:	Vice President Administration
Accountable to:	President, RRRA Council, RRRA general members
Date Revised:	November 16, 2023
Hours:	May to August: full-time (20 hours/week, remote option possible)  September to April: part-time (20 hours/week, subject to change)
Compensation:	\$345.00 bi-weekly, room and board, reimbursement for 1.0 class credits
Duration:	May 1st, 2024 to April 30th, 2025
Union status:	Not unionized
Commitment:	12 months (part-time, see above)

Note: this document is meant to serve as an overview of the position for those interested in running for RRRA VP Administration. **The nomination period for candidates will begin on February 26th, 2024.**

**Rideau River Residence Association**

Founded in 1968, the Rideau River Residence Association (RRRA) is Canada's oldest and largest residence association, representing over 3,600 undergraduate students in 11 residence buildings. RRRA is dedicated to setting leadership standards, serving as the voice of students in residence, and ensuring a quality of life conducive to high academic achievement. The organization facilitates opportunities for academic and personal growth in residence life, with its office at 232 Teraanga Commons serving as a central hub for students. RRRA organizes events, collaborates with campus partners, and strives to enhance the overall positive and impactful experiences of residence students.

## **The Opportunity**

The Vice President Administration (VPA) of RRRA is responsible for managing internal matters, fostering a positive and engaging residence community, and advocating for the interests of students. The VPA works collaboratively with executives, campus partners, and residents to enhance the overall quality of life in residence. The VPA works to support key initiatives such as the Parliament Hill Program and oversee the operations of the RRRA Council.

## **Notable Benefits**

- Bi-weekly salary (\$345.00)
- Reimbursement of room and board, tuition for 1.0 class credits
- Professional development in navigating budgets, human resources, RRRA business operations, strategic plans, legal contracts, and tax matters.
- Gain valuable experience working with lawyers, auditors, and other necessary advisors.

## **Duties and Responsibilities**

### Council Management

- Facilitate residence-wide councillor elections in September.
- Oversee and chair the Constitutional Review, Food Services, and Political Action and Sustainability committees of the RRRA Council.
- Thoroughly review and critically evaluate the constitution in collaboration with the Constitutional Review Committee.
- Schedule council meetings and serve as the chair and secretary in council and committee meetings.
- Work with councillors to schedule committee meetings.
- Maintain a list of RRRA volunteers and serve as a point of contact for volunteers.

### Advocacy and Representation

- Serve as an advocate and representative for residence students, addressing their concerns and needs through regular office hours and correspondence.
- Collaborate with university administration to ensure student interests are considered in decision-making processes.
- Commit to upholding equity and diversity in internal and external relations.

### Community Engagement

# RRRA

RIDEAU RIVER  
RESIDENCE  
ASSOCIATION

- Foster a sense of community among residents through the development and execution of engaging events and initiatives.
- Act as a liaison between RRRA, Residence Services and Dining Services, promoting open communication channels and a strong working relationship.
- Work with Members of Parliament and Senators to run the RRRA Parliament Hill Internship Program.
- Chair the Awards Board to determine the allocation of RRRA scholarships and bursaries.

## Organizational Management

- Maintain operations of the RRRA office, mainly through scheduling shifts and organizing meetings.
- Ensure compliance with the RRRA Constitution and other organizational policies.
- Maintain strict confidentiality with regards to sensitive internal matters.
- Oversee and chair the Constitutional Review and Equity Committees of the RRRA Council.
- Work with the Administrative Assistant to delegate tasks and ensure the efficient functioning of the organization.

## Cross-Campus Collaboration and Networking

- Organizing sponsorships and liaising with external partners for RRRA projects (e.g. creation and distribution of RRRA merch)
- Establish and maintain effective partnerships with campus organizations (e.g. CUSA, GSA, and others), administration, and external stakeholders.
- Represent RRRA in university-wide committees and events.

## **Commitment Required**

- May to August: part-time hours (approx. 20 hours per week) to prepare for the upcoming academic year and develop an organizational strategy in collaboration with the executive team.
  - It is strongly recommended that executive members are physically present in the RRRA office for at least 1 month during the summer, to build team relationships and ease of operations. Summer accommodation is available.
- September to April: part-time hours, below is an overview of a typical week:
  - 10-15 hours in the RRRA office
  - 3-5 hours on additional duties as required
  - 2-3 hours attending internal and external meetings



*Please note that RRRA executives may need to limit external commitments (e.g. part-time jobs, co-op placements) to under 15 hours per week, with a focus on availability during 9-5 PM. Your active on-campus presence during these hours is vital for any urgent matters, and you may be called into the office at any time during these hours.*

### **Eligibility, Qualifications, and Experience**

- Prior to nomination, the candidate must be an active participant within the Carleton community in good standing. Additionally, the candidate must be enrolled in Carleton University undergraduate courses the semester the election is being held and a semester prior (excluding summer semesters).
- Demonstrated leadership experience, especially in a student or community organization (preferred, but not required).
- Strong communication and interpersonal skills.
- Ability to collaborate effectively with diverse stakeholders and form long-lasting partnerships.
- Understanding of student advocacy and community-building principles.
- Experience in administrative or non-profit management is an asset.

### **Application and Electoral Process**

See the RRRA constitution *Election Code* for more information. More information about the RRRA 2024-2025 executive election will be published closer to the election period.