

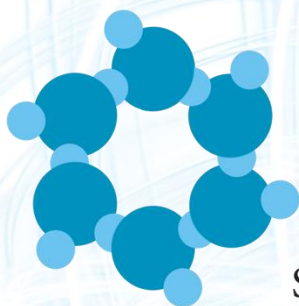
Vice President Community Application

CCIS 1-150

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iss@ualberta.ca

www.iss.ca



ISSS
The Interdepartmental
Science Students' Society

Vice President Community Application

The Interdepartmental Science Students' Society

The Interdepartmental Science Students' Society is an inclusive and transparent science faculty association existing to offer useful services, to connect its diverse membership, and to advocate so that science students may enjoy an enriching and valuable undergraduate experience.

Vacant Position: Vice President Community

The ISSS seeks a capable and passionate student to serve as its Vice President Community for a term beginning immediately and ending on April 30th, 2013. The successful applicant will work closely with a six-member Executive and will be responsible for the Vice President Community portfolio and direct reports.

Executive members are responsible for representing and serving the membership of the ISSS. Their day-to-day actions and decisions must conform to the mandate of the ISSS.

Each Executive member must:

- Dedicate a minimum of one hour per week during the Fall and Winter semesters to office hours.
- Submit a descriptive and guiding transition report by April 30 of his/her term.
- Attend Council meetings.
- Record minutes at Council meetings, on a rotating basis.
- Attend SAGMs.

Vice President Community specific duties:

- Communicates with and engages the various student communities within the Faculty of Science.
- Recognizes and provides support to COSSA groups, fostering community and collaboration.
- Prepares and distributes regular newsletters.
- Recruits, manages, and recognizes ISSS volunteers.
- Manages all ISSS marketing, design, promotion and branding.

Eligibility and Selection Criteria

All interested undergraduate students in the Faculty of Science are eligible to apply. Selection criteria include experience with student groups, experience with the ISSS, interest in the position, and skills required for the position.

Application Package

Personal Information

Name: _____

Program and Year of Study: _____

Email Address: _____

Telephone Number: _____

Student ID Number: _____

Signature: _____

Requirements: Applicants must submit the following to be considered:

- This application package, including information that is filled out in full.
- A resume no longer than two pages.
- A letter of intent no longer than one page, highlighting interest in the position, as well as any relevant experience and qualifications.

Select candidates may be invited for an interview.

Deadlines: Applications must be submitted to president@iss.ca. Applications must be received no later than 5:00pm on **Friday, February 8th, 2013**.