



Sustainability Management Student Association

Master of Science Program, Sustainability Management (SUMA)
Columbia University, The Earth Institute and School of Professional Studies
SUMASA.org | SUMASAboard@sumasa.org

Position Description – VICE PRESIDENT OF ACADEMIC AFFAIRS

This position is critical to the SUMASA board and SUMA program. The Vice President of Academic Affairs helps to achieve SUMASA's overarching mission to develop a meaningful community for students, foster engagement across the SUMA and NYC sustainability community, and host meaningful professional development and networking opportunities.

The Vice President of Academic Affairs acts as a liaison between students and faculty and focuses on helping the administration develop the program curriculum. He/she also acts as a primary conduit for feedback from students to collect and share with program administrators.

Eligibility: Must be able to take on the position for one full year (Spring 2018 – Spring 2019)

Primary Responsibilities

- Organize opportunities for students to provide input and facilitate constructive dialogue.
- Solicit, record and aggregate curriculum feedback from students and present to program administration.
- Identify trends amidst the professional needs and wants of the students and works with administration to establish additional professional development opportunities to enhance learning opportunities and skill development.
- Manage implementation of academic workshops and the Faculty/Student Dinner series.

Relevant Skills

- Enthusiasm about SUMASA and SUMA!
- Good communication (written and verbal) and project management skills.
- Interest in designing and planning events.
- Willingness to reach out to faculty and administration.
- Experience with surveys or other methods of feedback desired but not necessary.

What You Will Gain!

- Strong command of personal and project management skills that will impress potential employers.
- Increased visibility in the SUMA program, with students, alumni, and the Greater NYC Sustainability network.
- An insider's view of the SUMA program and a greater understanding of what it takes to support and manage an effective voluntary board.