



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

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 bridge between SUMA students, faculty, and administration by advising students on academic questions, advocating for student needs to program administrators and faculty, and coordinating events which complement SUMA's academics. He/she also acts as a primary conduit for feedback from students to collect and share with program administrators.

Term: This role is year-long, transitioning on Spring Graduation Day each year (in mid/late May).

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 in the professional goals and priorities of the student body and work with administration to establish opportunities to enhance learning goals and skill development.
- Manage implementation of events to complement the academic experience, such as Course Speed Dating and the Faculty/Student Dinner series.
- Manage board applications, elections, and transition process.

What Can Help You Succeed in This Role:

- Enthusiasm about SUMASA and SUMA!
- A strong understanding of SUMA's academic offerings and requirements, and knowledge/interest in relevant academic offerings of other schools at Columbia.
- Good communication (written and verbal) and project management skills.
- Interest in designing and planning events.
- Willingness to form connections and build trust with faculty and administration.
- Willingness to form connections and build trust with SUMA students.

What You Could Gain:

- Interpersonal and project management skills that signal professionalism to potential employers.
- Increased visibility in the SUMA program and networking presence with students, alumni, and the greater NYC sustainability network.
- An understanding of what it takes to support and manage an effective voluntary board.