



University Students' Council of the University of Western Ontario  
**ADVOCACY RESEARCH INTERN**

**EFFECTIVE:**

**SUPERSEDES:**

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**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**1.00 POSITION TITLE: ADVOCACY RESEARCH INTERN**

**2.00 POSITION OVERVIEW:**

- (1) The USC is strengthening its advocacy and policy creation process to ensure students' opinions are well researched and articulated to decision makers. The Advocacy Research Intern will actively engage with students in small or large groups, recode their findings as well as conduct secondary research to ensure this becomes a reality with students' support

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) The main responsibilities for the Advocacy Research Intern would be a combination of both issue identification, and policy research. Issue identification can be described as primary or secondary research conducted to better understand what students are currently discussing. Policy research is the process of gathering information, about a topic identified during the issue identification process, and developing an official stance that the USC will take on the topic identified.

**4.00 QUALIFICATIONS:**

- (1) Qualified candidates for this position must be an undergraduate student of Western University. Qualified candidates will have strengths in the following areas:
  - i. Excellent time management skills
  - ii. Excellent written and verbal communications skills
  - iii. Excellent primary and secondary research skills
  - iv. Experience with survey creation
  - v. Experience creating reports
  - vi. Knowledge of Western University Environment, and all levels of government



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### 5.00 TIME COMMITMENT:

- (1) The time commitment is up to a maximum of fifteen hours per week on average. These hours will be allotted to each project the Intern is given until its completion. Additional hours will be communicated and mutually agreed upon in advance, when necessary. The Intern will be expected to complete the ground work for a policy paper by the end of their term. There will also be an expectation to attend the bi-weekly one hour meeting to discuss the progression of their project.

### 6.00 TRAINING/SUPPORT:

- (1) Each Intern will be provided with advocacy training.
- (2) Each Intern will have direct access to the Manager, Advocacy and Government services who will provide operational support.
- (3) There will be a Health and Safety training seminar conducted at the beginning of their employment. This seminar is mandatory as all new members of the USC must attend.

### 7.00 LEARNING OUTCOMES:

- (1) Students will develop real world research and communication skills, while developing a better understanding of the University, City of London, the Provincial Government, and Federal Government.

### 8.00 COMMUNITY IMPACT:

- (1) From the identification of issues, and policy papers being created students concerns will be in a better position to be advocated on for the University and all levels of government.

### 9.00 EVALUATION:

- (1) Interns will participate actively with their supervisors in conducting formative and summative performance assessments.
  - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which the Supervisor and Intern determine their level of satisfaction in the position and identify further learning needs for a successful job completion.
  - ii. A summative assessment is conducted at the end of an Intern's term in order to qualify their Intern experience, identify individual learning



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outcomes, and evaluate overall job performance. Two forms of summative assessment which will be conducted are: the Supervisory Assessment and Self-Assessment.

### 10.00 SUPERVISION:

- (1) Manager, Advocacy and Government Services will be the direct report for this position.
- (2) Secondary support for the Intern will be the Human Resources Coordinator.