



University Students' Council of the University of Western Ontario
POSITION DESCRIPTION
ASSOCIATE VICE-PRESIDENT (AVP)

EFFECTIVE: 01/01/2016

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

POSITION TITLE: ASSOCIATE VICE-PRESIDENT

1.00 POSITION OVERVIEW

Support the Vice-President in their mandate to represent the interests of all undergraduate students at Western University by conducting research; drafting, revising, and reviewing policy; assisting in the coordination of ongoing advocacy initiatives; supervising a team of Research and Policy Analysts; and liaising with the USC's Advocacy Services Department.

2.00 PRIMARY RESPONSIBILITIES

1. Work with and support the Vice-President's Research and Policy Analysts, Student Appeals Support Centre Coordinator, and Chair of the USC's Teaching Awards Committee in the planning and execution of their responsibilities.
2. Provide project and advocacy assistance and research support to the Vice-President.
3. Act as a project manager for the Vice-President's portfolio by directing the day-to-day functions of each member of the team.
4. Support the President and Vice-President in managing relationships with key partners by maintaining correspondence, working collaboratively with community stakeholders (on-campus, municipal, provincial, and federal), and attending meetings and/or functions in the Vice-President's stead, when necessary.
5. Work with the Manager, Advocacy and Government Services, to research, develop, and enhance policy and advocacy initiatives.
6. Serve as a member of Advocacy Group alongside the President, Vice-President, Communications Officer, and Manager, Advocacy and Government Services.
7. Complete a final report at the end of the winter academic term (April), in compliance with the USC's Final Reports Procedure.

3.00 QUALIFICATIONS

1. Qualified candidates for this position must be an undergraduate student of Western University at the time of their election.

Qualified candidates for this position will have aptitudes in the following areas:

- i. Project Management Skills: identifies project needs, develops plans, mobilizes available resources, adapts to changing circumstances, sets priorities and

- manages time in order to effectively meet deadlines. Detail-oriented with a strong sense of follow-through. Approaches a complex task or problem by breaking it down into its component parts.
- ii. Team Facilitation: provide consistent leadership and support to a project-based team. Motivates with purpose and leverages the diverse skills of a team to best complement their collective goals.
 - iii. Communications Skills: strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
 - iv. Evaluative and Analytical: understands and appreciates the value of metrics to measure success, and feels comfortable implementing an evidence-based approach to student government. Takes learning from each experience and uses critical thought to make adjustments for future endeavors. Gives constructive feedback to team members.
 - v. Strategic Thinking: thinks tactically and with foresight to identify trends and priorities. Comfort working with long-term plans and in a politically charged, bureaucratic environment.
 - vi. Resource Management: ability to manage minimal resources in order to maximize their effectiveness. Ability to use foresight to appropriately allocate resources in accordance with need.
 - vii. Adaptability and Resiliency: comfortable working in a constantly fluctuating work environment. Integrates input and values perspectives from multiple stakeholders. Flexible and able to accommodate last-minute adjustments. Maintains energy and commitment in the face of setbacks or change.
 - viii. Research Skills: able to provide issue analysis and additional information as required to ensure best practices and up-to-date context. Can identify relevant information and subsequent implications from high volumes of material.
 - ix. Professionalism and Discretion: uses diplomacy and tact when engaging with individuals presenting inquiries or concerns. Can be trusted with sensitive information.

4.00 TIME COMMITMENT

1. The time commitment required is up to 24 hours per week commencing on May 1st, 2016 until May 31st, 2017.
 - i. Evenings and weekends as required.

5.00 TRAINING AND SUPPORT

1. There will be a health and safety training seminary conducted at the beginning of employment. This seminar is mandatory as all members of the USC must attend as stipulated in their employment contract.
2. There will be an Orientation Day conducted in August to familiarize the AVP with the USC operations, Interns, Associates, and staff.
3. Throughout their term, the AVP will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Human Resources Department.

4. On-the-job training will be provided on an ongoing basis in both a formal and informal capacity.

6.00 LEARNING OUTCOMES

1. Plan, implement, monitor, and evaluate projects by applying principles of project management.
2. Learn the foundations of effective advocacy.
3. Learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing part-time staff and volunteers.
4. Demonstrate an understanding of and act in the mediating role of the professional communicator between the organization and students.

7.00 COMMUNITY IMPACT

1. The AVP has the opportunity to directly impact the student experience at Western University by working with and for undergraduate students.
2. The AVP will impact the USC by supporting the Vice-President in their mandate to serve as an advocate on behalf of students to key partners and an advisor to the President on issues pertaining to the undergraduate student experience.
3. The AVP shall, in all things, strive to enhance the educational experience and overall quality of life for all undergraduate students at Western University.

8.0 EVALUATION

1. *Formative Assessment:* The AVP will maintain an ongoing and open dialogue of informal feedback with the Vice-President of the University Students' Council. This informal process of feedback will be completed on-the-job and will aid in identifying learning needs for successful task completion. This will allow for instructional guidance in learning a new skill and being able to execute assigned tasks and projects successfully. This type of feedback is understood to be mutual so as to allow the AVP to obtain a meaningful experience while also informing the President about specific learning and development goals they wish to achieve.
2. *Summative Assessment:* there will be two formal feedback surveys conducted throughout the AVP's tenure at the USC. These surveys are to provide the AVP with the ability to articulate their experiences so far and to evaluate their program to identify any learning opportunities they would like to participate in. The second aspect of the summative assessment is formally conducted by the Vice-President to evaluate all strengths, necessary improvements, and communicate future projects to the AVP. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate overall job performance.
3. *Summative Assessment Part Two:* The Associate Vice President will be required to complete a Performance Feedback with their respective Coordinators two times during their term. This will be a one-on-one meeting to discuss Coordinator performance and progression in their roles.

9.00 SUPERVISION

1. The Vice-President of the University Students' Council will supervise the Associate Vice-President on a day-to-day basis. This supervision will include delegation of tasks and projects, as well as formative evaluation.
2. Secondary support for the AVP will be provided by the Human Resources and Volunteer Resources Departments.