



University Students' Council of the University of Western Ontario  
*Student Programs Officer*  
**ASSOCIATE, PROGRAMMING**

**EFFECTIVE:** 01/01/2016

**SUPERSEDES:** 02/01/2015

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**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**POSITION TITLE: ASSOCIATE, PROGRAMMING**

**1.00 POSITION OVERVIEW:**

1.01 Under the direction of the Student Programs Officer, the Associate, Programming will oversee the development and execution of campus-wide programming for the USC. This includes Theatre Western, Charity, Early Outreach, Campus Events, Income Tax Clinic and Environmental Coordinators.

**2.00 PRIMARY RESPONSIBILITIES:**

- (1) Manage and support the Theatre Western, Charity, Early Outreach, Campus Events, Income Tax Clinic and Environmental Coordinators in their preparation and execution of their events during the year.
- (2) Act as a liaison between these Coordinators and the Student Programs Officer to ensure consistent visioning and communication.
- (3) Facilitate the budgeting and event proposal process with coordinators for every portfolio initiative for approval by the Student Programs Officer.
- (4) Consistently assess the needs of each portfolio they oversee and complete projects where needed as directed by the Student Programs Officer.
- (5) Under the direction of the Student Programs Officer, act to moderate and prioritize competing programming needs related to their portfolio within the USC.
- (6) Act on behalf of the Student Programs Officer in issues related to their portfolio when deemed necessary by the Student Programs Officer.
- (7) Collaborates where necessary with all USC departments, but maintains strong relationships with USC Productions, USC Reservations, and USC Volunteer Resources to achieve maximum efficacy. As such, act to ensure the “assembly line” of their programming is clear and calibrated. Where necessary, ensures proper approval process has been followed on all projects.
- (8) Adhere to USC bylaws, policies, and procedures.



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- (9) 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 and will have aptitudes in the following areas:
  - a) *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.
  - b) *Communication Skills*: Strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
  - c) *Adaptable and Resilient*: Integrates input and perspectives from multiple stakeholders. Flexible and able to accommodate or integrate last-minute adjustments. Maintains energy and commitment in the face of setbacks or change.
  - d) *Interpersonal Communication*: The Associate, Programming position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
  - e) *Proactivity*: Anticipates future projects and seeks out information and resources needed to take initiative.

**4.00 TIME COMMITMENT:**

- (1) Start date of June 1<sup>st</sup>, 2016. End date of May 31, 2017.
- (2) **July to August**
  - a. Hours of work will be 5 – 7 per week.
- (3) **September to April**
  - a. Hours of work will be 24 hours per week.
- (4) **May**



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a. Hours of work will be 5 – 15 hours per week to assist with transition and final report.

(5) The Associate, Programming will be required to come back to London during select weekends to assist with planning prior to the academic year beginning. These dates will be communicated and agreed upon in advance.

(6) Attendance at regular (weekly or biweekly) meetings with the Student Programs officer and the other Student Programs Officer Associates.

**5.00 TRAINING/SUPPORT:**

(1) There will be a Health and Safety training seminar conducted at the beginning of the term 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 Associate with the USC operations, fellow Interns, Associates and staff.

(3) Throughout their term, the Associate, Programming 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.

**6.00 LEARNING OUTCOMES:**

(1) The Associate, Programming will learn how to manage a project from start to finish, working with a variety of different stakeholders to creatively execute programming throughout the year.

(2) The Associate will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing others.

**7.00 COMMUNITY IMPACT:**

(1) If successful, the Associate, Programming will contribute to a vibrant campus culture by executive programming that is relevant and representative of Western's diverse student population.

(2) They will also help foster a sense of engagement and involvement and contribute to the overarching sense of student development that exists within the USC.

**8.00 EVALUATION:**

(1) Associates will participate actively with their supervisors in conducting formative and summative performance assessments.



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- i. *Formative Assessment:* The Student Programs Officer will maintain an ongoing and open dialogue of informal feedback with the Associate, Programming. 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 goes both ways so as to allow the Associate, Programming to obtain a meaningful experience while also informing the Student Programs Officer about specific learning and development goals they hope to achieve.
- ii. *Summative Assessment:* There will be two formal feedback surveys conducted throughout the Associate, Programming tenure with the USC. These surveys are to provide the Associate 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 Student Programs Officer to evaluate all strengths, any necessary improvements and communicate future projects with the Associate, Programming. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate the overall job performance.
- iii. *Summative Assessment Part Two:* The Associate, Programming 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:**

- a) The Associate, Programming reports directly to the Student Programs Officer.
- b) Secondary support for the Associate, Programming will be provided by the Human Resources and Volunteer Resources Departments.