



University Students' Council of the University of Western Ontario
Position Description
ETHNOCULTURAL SUPPORT SERVICE COORDINATOR

EFFECTIVE: 01/01/16

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 5

1.00 POSITION TITLE: ETHNOCULTURAL SUPPORT SERVICE COORDINATOR

2.00 POSITION OVERVIEW:

- (1) The Ethnocultural Support Service Coordinator aims to address issues related to culture or ethnicity that limit the educational experience and quality of life of students at Western. The Coordinator also aims to enhance multiculturalism on campus.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Design programming and organize events that cultivate student engagement in cultural customs and traditions.
- (2) Organize and execute at least one Ethnocultural Support Service event per semester.
- (3) Work with the Executive and the Associate, Peer Programs to identify issues and analyze data on race and culture on campus.
- (4) Work with the Associate, Peer Programs to build and maintain relationships with relevant departments of the University including: Housing and Ancillary Services, Western International, the Equity and Human Rights Services, the Indigenous Services Office and other appropriate multi-cultural organizations within the University community as well as the equivalent departments at the University's Affiliated Colleges.
- (5) Serve as an *ex-officio* member of the International Week Planning Committee and work with Western International to organize Western's International Week.
- (6) Select and oversee an Executive Committee of volunteers.
- (7) Oversee the Ethnocultural Support Service programming budget.
- (8) Adhere to USC bylaws, policies and procedures.
- (9) Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.



University Students' Council of the University of Western Ontario
Position Description
ETHNOCULTURAL SUPPORT SERVICE COORDINATOR

PAGE | 2 of 5

- (10) All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.

4.00 ELIGIBILITY:

- (1) All Coordinators must be an undergraduate student as defined by Western University during the school year they are in the Coordinator role.
- (2) A Coordinator cannot be a USC Councillor during their term as a Coordinator.

5.00 QUALIFICATIONS:

- (1) Interpersonal Communication: The Ethnocultural Support Service Coordinator 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.
- (2) Project Management: The Ethnocultural Support Service Coordinator will act as project manager for all the projects incumbent upon the Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Ethnocultural Support Service Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) Group Facilitation: In leading the Executive Committee, the Ethnocultural Support Service Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.
- (4) Research: Strong research and written communication skills is an asset.

6.00 TIME COMMITMENT:

6.01 This position requires varying time commitments.

- (1) April to August: 2 – 3 hours per week
- (2) September to March: 7 – 10 hours per week



University Students' Council of the University of Western Ontario
Position Description
ETHNOCULTURAL SUPPORT SERVICE COORDINATOR

PAGE | 3 of 5

- (3) The expected time commitment in the week leading up to an event and the week of an event will be 10 – 15 hours per week.
- (4) The Ethnocultural Support Service Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

7.00 TRAINING/SUPPORT:

- (1) The Ethnocultural Support Service Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- (2) The Ethnocultural Support Service Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Participate in the Peer Programs SafeTALK training.
- (4) The Coordinator will be provided advocacy training facilitated by the USC Government Services Branch.
- (5) Throughout their term, the Ethnocultural Support Service Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Services Department.

8.00 LEARNING OUTCOMES:

- (1) The Ethnocultural Support Service Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (2) The Ethnocultural Support Service Coordinator will develop project planning and event management skills.

9.00 COMMUNITY IMPACT:

- (1) The Ethnocultural Support Service seeks to create a culturally inclusive campus community in which students' unique backgrounds are positively embraced and celebrated, and do not negatively impact their student experience.
- (2) The Ethnocultural Support Service Coordinator will work to foster a strong sense of



University Students' Council of the University of Western Ontario
Position Description
ETHNOCULTURAL SUPPORT SERVICE COORDINATOR

PAGE | 4 of 5

involvement and shared participation among Executive Committee members in all portfolio endeavours.

10.00 EVALUATION:

- (1) The Ethnocultural Support Service Coordinator 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 Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
 - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

11.00 COMPENSATION

- (1) The Ethnocultural Support Service Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Ethnocultural Support Service Coordinator must:
 - i. Remain within the position until January 1st in the relevant academic year;
 - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honourarium payment, the Ethnocultural Support Service Coordinator must:
 - i. Remain within the position until April 30th in the relevant academic year;
 - ii. Submit an final report to the primary supervisor by the end of the fall term; and,



University Students' Council of the University of Western Ontario
Position Description
ETHNOCULTURAL SUPPORT SERVICE COORDINATOR

PAGE | 5 of 5

- iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

12.00 SUPERVISION:

(1) Primary supervision: Associate, Peer Programs

- i. Executive oversight: Student Programs Officer

Secondary support: Coordinator, Volunteer Services and Manager, Volunteer Services