



## ***University Students' Council – Position Description***

<b>Position Title:</b>	<b>Associate, Clubs</b>
<b>Supervisor:</b>	Student Programs Officer
<b>Remuneration:</b>	\$16/hour (maximum 439 hours /per entire term)
<b>Hours of Work:</b>	vary throughout the year
<b>Term:</b>	June 1 <sup>st</sup> – April 30 <sup>th</sup>

### **OVERVIEW:**

Under the direction of the Student Programs Officer, the Associate, Clubs oversees day-to-day activities of the Clubs system, including clubs governance, clubs training and clubs events. The Associate, Clubs leads the Clubs Support Coordinator and the Clubs Policy Coordinator in projects, which will include Clubs Week, Club Town Halls, Clubs Appreciation, Clubs ratification and Clubs policy procedures.

### **DUTIES AND RESPONSIBILITIES:**

- Manage and support the Clubs Policy Coordinator and Clubs Support Coordinator in their preparation and execution of projects during the year.
- Act as a liaison between these Coordinators and the Student Programs Officer to ensure consistent visioning and communication.
- Act as a resource to the clubs system as the chair of the Clubs Governance Committee; attend regular Committee meetings throughout the school year.
- Consistently assess the needs of each portfolio they oversee and complete projects where needed as directed by the Student Programs Officer.
- Act on behalf of the Student Programs Officer in issues related to clubs when deemed necessary by the Student Programs Officer.
- Collaborates where necessary with all USC departments, but maintains strong relationships with the USC Compliance Department, USC Reservations, and USC Productions to achieve maximum efficacy. As such, act to ensure the “assembly line” of the clubs system is clear and calibrated. Where necessary, ensures proper approval process has been followed on all projects.
- Adhere to USC bylaws, policies, and procedures.
- Complete a Final Report at the end of the winter academic term (April) in compliance with the USC’s Final Reports Procedure.

## QUALIFICATIONS:

- All Associates must be an undergraduate student as defined by Western University during the school year they are in the Associate role.
- An Associate cannot be a USC Councillor during their term as an Associate.
- The Associate, Clubs cannot be an Executive Member of a USC ratified club during their term as Associate, Clubs.

## KNOWLEDGE, SKILLS and ABILITIES:

- Team Leadership Skills: Associate, Programming position requires the ability to lead a team and ability to supervise other members of the USC.
- 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.
- Communication Skills: Strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
- 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.
- Interpersonal Communication: The Associate, Clubs 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.

## TRAINING:

- The **Associate, Clubs** will be required to attend all USC-mandated training sessions for Associates, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- The **Associate, Clubs** will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.