



University Students' Council – Position Description

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

OVERVIEW:

The Associate, Peer Programs will provide oversight of the Peer Programming services and their Coordinators. In addition, this role will support the Student Programs Officer with larger, multi-service projects and the promotion of the services and Peer Programming on campus.

DUTIES AND RESPONSIBILITIES:

- Work with and support the Accessibility Coordinator, Ally Western Coordinator, Ethnocultural Support Service Coordinator, EnviroWestern Coordinator, Health Promotion Coordinator, PrideWestern Coordinator, Health Promotions Coordinator, and Women's Issues Network Coordinator in the planning and execution of the day-to-day activities of the USC Peer Support program.
- Provide programming and project assistance to the Student Programs Officer, when required.
- Provide administrative and resource support to the Peer Program Coordinators.
- Attends meetings and functions in the Student Programs Officer's stead when needed, and act as a joint relationship holder with key partners.
- Attend weekly meetings with the Student Programs Officer.
- Conduct meetings twice a month with Peer Program Coordinators.
- 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.

KNOWLEDGE, SKILLS and ABILITIES:

- **General:** Although there is no requirement to have prior knowledge, background or experience with the Peer Support services, qualified candidates for this position will have a familiarity with the political and organizational structure of the USC and an understanding of its services and operations.
- **Interpersonal Communication:** The Associate, Peer Programs 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.
- **Project Management:** The Associate, Peer Programs will act as project manager for all the projects incumbent upon the Peer Support service coordinators to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Associate, Peer Programs should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.

TRAINING:

- The **Associate, Peer Programs** 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, Peer Programs** will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.