



University Students' Council – Position Description

Position Title:	Associate, Research (2 positions)
Supervisor:	Vice-President
Remuneration:	\$16/hour (maximum 219 hours /per entire term)
Hours of Work:	vary throughout the year
Term:	June 1 st – April 30 th

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; and preparing briefing documents for the Vice-President. Additionally, the AR will support the Vice-President by assisting with research preparation for meetings, conferences, public sessions, and consultations.

DUTIES AND RESPONSIBILITIES:

- The main responsibilities for the Associate, Research and Policy would be a combination of both issue identification and policy research. Issue identification can be described as primary or secondary research conducted to better understand what students are currently discussing. Policy research is the process of gathering information, about a topic identified during the issue identification process, and developing an official stance that the USC will take on the topic identified.
- Support the Vice-President and Associate Vice-President by assisting in the researching and writing of advocacy-related documents including position papers, letters of support, and policies.
- Prepare and assist the USC with all events related to advocacy and public feedback, including roundtable discussions, public consultations, survey data collection and analysis, as well as public engagements.
- 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:

Candidates for this position should have aptitudes in the following areas:

- Excellent time management skills,
- Strong written and verbal communications skills,
- Strong primary and secondary research skills,
- Experience with survey creation,
- Experience creating reports and putting together briefing documents,
- Some knowledge of the Western University environment and of the three levels of government.

TRAINING:

- The Associate Research will be required to attend all USC-mandated training sessions for Associates, as determined by the Vice-President and the USC Volunteer Services Department.
- The Associate Research will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- The Associate Research will have the opportunity to participate in research & policy writing training, along with lobbying training, as facilitated by the Ontario Undergraduate Student Alliance (OUSA).