



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

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| <b>Position Title:</b> | Associate, Vice-President                      |
| <b>Supervisor:</b>     | Vice-President                                 |
| <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:**

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; supervising a team of Research and Policy Associates; and liaising with the USC's Advocacy Services Department. Additionally, the AVP will support the Vice-President by assisting with preparation for meetings, events, and public engagements.

### **DUTIES AND RESPONSIBILITIES:**

- Work with and support the Vice-President's Research and Policy Associates, the Project Team Coordinator, and the Chair of the USC's Teaching Awards Committee in the planning and execution of their responsibilities.
- Provide project and advocacy assistance and research support to the Vice-President with the help of the Project Team Coordinator.
- Act as a project manager for the Vice-President's portfolio by directing the day-to-day functions of each member of the team.
- Support the President and Vice-President in managing relationships with key partners by maintaining correspondence, working collaboratively with community stakeholders (on-campus, municipal, provincial, and federal), and attending meetings and/or functions in the Vice-President's stead, when necessary.
- Work with the Manager, Advocacy and Government Services, to research, develop, and enhance policy and advocacy initiatives.
- Participate in various Committee meetings, on behalf of the Vice-President.
- 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:

- **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.
- **Team Facilitation:** provide consistent leadership and support to a project-based team. Motivates with purpose and leverages the diverse skills of a team to best complement their collective goals.
- **Communications Skills:** strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
- **Evaluative and Analytical:** understands and appreciates the value of metrics to measure success, and feels comfortable implementing an evidence-based approach to student government. Takes learning from each experience and uses critical thought to make adjustments for future endeavors. Gives constructive feedback to team members.
- **Strategic Thinking:** thinks tactically and with foresight to identify trends and priorities. Comfort working with long-term plans and in a politically charged, bureaucratic environment.
- **Resource Management:** ability to manage minimal resources in order to maximize their effectiveness. Ability to use foresight to appropriately allocate resources in accordance with need.
- **Adaptability:** comfortable working in a fluctuating work environment. Integrates input and values perspectives from multiple stakeholders. Flexible and able to accommodate last-minute adjustments. Maintains energy and commitment in the face of setbacks or change.
- **Research Skills:** able to provide issue analysis and additional information as required to ensure best practices and up-to- date context. Can identify relevant information and subsequent implications from high volumes of material.
- **Professionalism and Discretion:** uses diplomacy and tact when engaging with individuals presenting inquiries or concerns. Can be trusted with sensitive information.

## **TRAINING:**

- The Associate Vice-President 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 Vice-President will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- The Associate Vice-President will have the opportunity to participate in research & policy writing training, along with lobbying training, as facilitated by the Ontario Undergraduate Student Alliance (OUSA).