



University Students' Council – Position Description

Position Title:	Ethnocultural Support Services Coordinator
Supervisor:	Student Programs Officer
Remuneration:	Honoraria \$1000 (\$500 per semester)
Hours of Work:	7-10 hours per week average, 10-15 hours during peak time
Term:	May 1 – April 30 th

OVERVIEW:

The Western community is a place where diversity should be celebrated in all its forms. In this role, you will address issues on campus concerning culture and/or ethnicity and aim to enhance multiculturalism on campus through representation at the USC's International Week. You will also conduct research to analyze the issues concerning race and culture that students on campus face and work with the USC to break down these barriers.

DUTIES AND RESPONSIBILITIES:

- Design programming and organize events that cultivate student engagement in cultural customs and traditions.
- Organize and execute at least one Ethnocultural Support Service event per semester.
- Work with the Executive and the Associate, Peer Programs to identify issues and analyze data on race and culture on campus.
- 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.
- Serve as an *ex-officio* member of the International Week Planning Committee and work with Western International to organize Western's International Week.
- Select and oversee an Executive Committee of volunteers.
- Adhere to USC bylaws, policies and procedures; Oversee the Ethnocultural Support Service programming budget.
- 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.
- All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.

QUALIFICATIONS:

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

KNOWLEDGE, SKILLS and ABILITIES:

- **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.
- **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.
- **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.
- **Research:** Strong research and written communication skills is an asset.

TRAINING:

- 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.

The Ethnocultural Support Service Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.