



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

<b>Position Title:</b>	<b>Grants Coordinator</b>
<b>Supervisor:</b>	Secretary-Treasurer
<b>Remuneration:</b>	Honoraria \$1000 (\$500 per semester)
<b>Hours of Work:</b>	2-3 hours /week during the summer, 7-10 hours/week during the Academic Year
<b>Term:</b>	June 1 <sup>st</sup> – April 30 <sup>th</sup>

### **OVERVIEW:**

Work collaboratively with the Associate Finance and Internal Audit and the Secretary/Treasurer to facilitate the Grants Program, presiding over the disbursement of the Grant Fund.

### **DUTIES AND RESPONSIBILITIES:**

- Responsible to chair and ex officio the Grants Committee, set the agenda for each scheduled meeting
- Facilitate training for the Grants Committee
- Coordinate at least one (1) meeting each month to review submitted applications
- Provide a list of meeting dates for each semester for applicants
- Ensure that Committee meetings are carried out in a fair and equitable manner
- Ensure that all relevant information and documentation is provided to the Committee prior to any meeting
- Report results of committee meetings to the Finance Standing Committee as an information item at their next duly constituted meeting
- Alongside members of the committee, decide and evaluate the merit of submitted grant applications in order to improve the student experience at Western University
- Be a voting member of the Grants Committee
- Adhere to USC bylaws, policies, and procedures;
- Coordinate at least one (1) meeting each month to review submitted applications
- Complete an interim reports as well as a final report in compliance with the USC's Final Reports Procedure and Honorarium Policy;

## **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:** Grants coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of stakeholders. Must be able to provide constructive feedback to and communicate expectations effectively through written and oral mediums.
- **Project Management:** Strong organizational and time management skills are paramount to the success of managing the program. The Grants Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In chairing the Grants Committee, the Grants 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 members. Fosters team culture that supports consensus building and the development of its members.
- **Finance Acumen:** The Finance Coordinator should be financially literate, have knowledge of auditing procedures and have some accounting/budgeting experience.

## **TRAINING:**

- The Grants Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Secretary-Treasurer and the USC Volunteer Services Department.
- The Grants Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.