



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

<b>Position Title:</b>	<b>Project Team Coordinator</b>
<b>Supervisor:</b>	Vice-President
<b>Remuneration:</b>	Honoraria \$1000 (\$500 per semester)
<b>Hours of Work:</b>	5-7 hours per week average, 7 - 10 hours during peak time
<b>Term:</b>	June 1 <sup>st</sup> – April 30 <sup>th</sup>

### **OVERVIEW:**

The Project Team Coordinator is responsible for coordinating campaigns, events, and logistics within the Vice President portfolio. This includes, but is not limited to, campaigns and events set out by the Vice President and the Associate, Vice President.

### **DUTIES AND RESPONSIBILITIES:**

- Plan and execute logistical tasks related to events and campaigns within the Vice President portfolio, including room bookings and promotional coordination.
- Coordinate the necessary logistics for each Ontario Undergraduate Student Alliance (OUSA) General Assembly.
- Assist the Associate, Vice President in planning forums, hosting focus groups, and coordinating surveys for primary research.
- Meet regularly with the Vice President to discuss efforts to raise the profile of advocacy initiatives on campus
- Communicate with the Director of Communications of OUSA to coordinate initiatives
- Communicate with the relevant Standing Committees of the USC on campaigns and events, including attending meetings as necessary.
- Ensure the Advocacy sections of the University Students' Council website are updated regularly
- Participate in weekly or bi-weekly Team meetings.

### **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:**

- Written and oral communication skills
- Familiarity with the University Students' Council and with the field of Post-Secondary Education
- Familiarity with post-secondary issues and the concerns of students on campus
- Organizational and time management skills
- Project/Event Planning Skills

## **TRAINING:**

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