



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

<b>Position Title:</b>	<b>Recognition and Awards Program Coordinator</b>
<b>Supervisor:</b>	Vice-President
<b>Remuneration:</b>	Honoraria \$1000 (\$500 per semester)
<b>Hours of Work:</b>	7-8 hours per week average, 10-15 hours during peak time
<b>Term:</b>	June 1 <sup>st</sup> – April 30 <sup>th</sup>

### **OVERVIEW:**

Help give credit where credit is due and celebrate your fellow students' and teachers' great achievements on campus. In this role, you will work with the Teaching Awards Committee and Student Recognition Committee to organize aspects of each program and facilitate awards selection and ceremonies. You will also coordinate the annual USC Awards' Ceremony and facilitate the Honour Role program to ensure everyone on Western's campus is being celebrated for their hard work.

### **DUTIES AND RESPONSIBILITIES:**

- Chair, ex-officio, the Teaching Awards Committee.
- Be a member, ex-officio, of the Senate Sub-committee on University Teaching Awards.
- Organize and execute all aspects of the USC Teaching Awards Program, in conjunction with the Teaching Awards Committee.
- Organize and execute all aspects of the USC's Student Recognition Program, in conjunction with the Student Recognition Committee.
- Organize the annual USC Awards Ceremony in association with Alumni Relations
- Meet with all stakeholders (Alumni, USC & Western administration) to coordinate roles, scheduling and advertising.
- Coordinate the USC Honour Roll program
- Responsible for the formatting and printing of Honour Roll
- Coordinate the distribution of honour roll certificates and laminated posters
- Adhere to USC bylaws, policies and procedures.
- 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.
- The Recognition & Award Programs Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.
- Other duties as set out by the Vice-President.

## 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 Recognition & Award Programs 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 Recognition & Award Programs Coordinator will act as project manager for all the projects incumbent upon the Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Recognition & Award Programs Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In leading the Committee, the Recognition & Award Programs 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.

## TRAINING:

- The Recognition & Award Programs 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 Recognition & Award Programs Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.