



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

<b>Position Title:</b>	Associate Vice President, Academic
<b>Supervisor:</b>	Vice President University Affairs
<b>Remuneration:</b>	\$16/hour (5-10 hours per week)
<b>Hours of Work:</b>	vary throughout the year
<b>Term:</b>	June 1 <sup>st</sup> – April 30 <sup>th</sup>

### **OVERVIEW:**

The AVP Academic will support the Vice-President University Affairs 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 academic advocacy initiatives; and liaising with the USC's Advocacy Services Department in accordance with the USC's academic initiatives and priorities.

This role is focused on the university advocacy work that impacts academics. The priorities of this work includes, but is not limited to academic policy, work-integrated learning, improving academic counselling, open educational resources, and working with senate on various academic initiatives.

### **DUTIES AND RESPONSIBILITIES:**

- Provide project and advocacy assistance and research support in academic portfolios to the Vice President University Affairs.
- Support the Vice President University Affairs by managing relationships with key partners in the academics portfolio of Western University. This includes maintaining correspondence, working collaboratively with university stakeholders, and attending meetings and/or functions in the Vice-President University Affairs' stead, where necessary.
- Work with the Vice President University Affairs and the Senior Manager, Advocacy and Government Services, to research, develop, and enhance academic policy and advocacy initiatives.
- Support the Vice-President University Affairs by assisting in the researching and writing of academic advocacy-related documents including position papers, letters of support, and policies.
- Liaise with the Western Student Senators to collaborate on advocacy initiatives.

- Help manage the Student Appeals Support Coordinator and the Recognition and Awards Coordinator
- Act as the Vice President University Affairs' designate to SCAPA and SUPR-U.
- Write policy papers, budget submissions, and briefs, as assigned.
- Support the Vice President External Affairs to run Women in House, and other programming initiatives as needed.
- Complete a final report at the end of the winter academic term (April), in compliance with the USC's Final Reports Procedure.
- Serve as a member of the Advocacy Steering Committee.
- Assist the Vice President University Affairs with other projects and duties as assigned.
- Chair the Faculty Vice President Academics/University Affairs roundtable to coordinate and support faculty council initiatives.

## **QUALIFICATIONS:**

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

## **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 and Resiliency: comfortable working in a constantly 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.
- Knowledge of Western University environment with a focus on the Portfolios of the Provost and Vice-Provost (Academic Programs).
- Understanding of Western University's academic policy and procedures including, but not limited to, the Senate and the Senate Committee on Academic Policy and Awards.

## **TRAINING:**

- The AVP Academic will be required to attend all USC-mandated training sessions for AVPs, as determined by the Vice President University Affairs and the USC Human Resources Department.
- The AVP Academic will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- The AVP Academic will have the opportunity to participate in research & policy writing training, along with lobbying training, as facilitated by the Ontario Undergraduate Student Alliance (OUSA).