



University Students' Council – Position Description

Position Title:	Associate Vice President Peer Programs
Supervisor:	Vice President Student Support & Programming
Remuneration:	\$16/hour (5-10 hours per week))
Hours of Work:	vary throughout the year
Term:	June 1 st – April 30 th

OVERVIEW:

The AVP Peer Programs provides support to the Peer Programs services and their Coordinators. This role supports the Vice President Student Support & Programming with larger, multi-service projects and the promotion of the services and Peer Programs on campus. The AVP Peer Programs utilizes an intersectional lens when providing programming support, and prioritizes anti-oppressive practices when working with marginalized communities on campus in affiliation with peer programs coordinators.

DUTIES AND RESPONSIBILITIES:

- Work with and support the Accessibility Coordinator, Allyship Network Coordinator, Ethnocultural Support Services Coordinator, PrideWestern Coordinator, Indigenous Relations Coordinator, International Student Support Coordinator and Gender Equality Network Coordinator in the planning and execution of the day-to-day activities of the USC Peer Programs portfolio.
- The AVP Peer Programs is expected to organize, plan and execute programming for an Intersectionality event with all of their coordinators once per academic year.
- Provide programming and project assistance to the Vice President Student Support & Programming, when required.
- Provide administrative and resource support to the Peer Programs Coordinators.
- Attend meetings and functions in the Vice President Student Support & Programming's stead when needed, and act as a joint relationship holder with key partners.
- Facilitate the budgeting and event proposal process with program coordinators for every portfolio initiative for approval by the Vice President Student Support & Programming.
- Sit on the Political Advisory Committee meeting chaired by the VP portfolio.
- Attend weekly meetings with the Vice President Student Support & Programming.
- Conduct meetings twice a month with Peer Program Coordinators.
- Adhere to USC bylaws, policies and procedures.
- Complete a Final Report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

QUALIFICATIONS:

- All AVP's 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:

- General: Although there is no requirement to have prior knowledge, background or experience with the Peer Program services, qualified candidates for this position will have a familiarity with the political and organizational structure of the USC and an understanding of its services and operations.
- Interpersonal Communication: The AVP Peer Programs 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 AVP Peer Programs will act as project manager for all the projects incumbent upon the Peer Support service coordinators to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The AVP Peer Programs should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem-solving in the role.
- It is necessary for the AVP Peer Programs to have an understanding and willingness to learn about social justice, equity, diversity, and inclusion on campus and within the community, and have a general understanding of campus and community resources.

TRAINING:

- The AVP Peer Programs will be required to attend all USC-mandated training sessions for Associates, as determined by the Vice President Student Support & Programming and the USC Human Resources Department.
- The AVP Peer Programs will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.