



University Students' Council – Position Description

Position Title:	Advocacy Research Intern
Supervisor:	Senior Manager, Advocacy and Government Services
Remuneration:	\$16/hour
Hours of Work:	30.5 hours
Term	May 2020-August 2020 (Possibility of extension into the school year)

(1) Position

OVERVIEW:

An integral part of the USC's advocacy process is Research, both primary and secondary, to inform the opinions of student leaders when advocating to decision makers at the Federal, Municipal, or University jurisdictions. The Advocacy Research Intern will conduct mostly secondary research on academic, broader learning environment, municipal, student financial aid, and other student facing issues. Most of this research will be used to inform our opinions that will be presented to decision makers. Communication of findings will be done in either written or oral form.

DUTIES AND RESPONSIBILITIES:

- The main responsibilities for the Advocacy Research Intern would be a combination of both issue identification and policy research.
 - Issue identification can be described as primary or secondary research conducted to better understand what students want the USC to address with decision makers.
 - Policy research is the process of gathering information, about a topic identified during the issue identification process, and developing an official stance that the USC will take on the topic identified.
 - The Intern will assist in preparing reports after the necessary policy research has been collected, and relevant stakeholders have been consulted

QUALIFICATIONS:

- Must be a student at Western University
- Passion for Post Secondary Education Policy is an asset
- An Intern cannot be a USC Councillor during their term as an Intern.

KNOWLEDGE, SKILLS and ABILITIES:

- Excellent primary and secondary research skills
- Excellent time management skills
- Excellent written and verbal communications skills
- Experience working with limited direction, specifically self-guided research projects
- Experience creating reports
- Knowledge of Western University, and all levels of government

TRAINING:

The Advocacy Research Intern will be required to attend all USC-mandated training sessions for their position, as determined by Senior Manager, Advocacy and Government Services and the Advocacy and Government Services Department.

The Advocacy Research Intern will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.