



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

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

### **OVERVIEW:**

Ensure that the Western student body is well informed about all aspects of health and safety. In this role, you will educate students on health and safety issues, advocate for wellness services offered on campus, and organize campaigns to break down the stigma associated with health issues that affect students.

### **DUTIES AND RESPONSIBILITIES:**

- Organize public awareness initiatives that work to decrease stigma associated with health issues which affect students.
- Create a student environment that emphasizes the importance of the seven pillars of health (physical, mental, social, environmental, academic, financial, and spiritual).
- Work in collaboration with the AVP Peer Support to promote wellness across all of our services.
- Design and implement at least one promotional campaign related to health and wellness support service per semester.
- Develop, publicize and organize a schedule of Health Promotion programs.
- Work in conjunction with the other USC services on Health Promotion events, where possible.
- Responsible for the recruitment, selection and management of an Executive Committee.
- Organize the annual Get Tested event with Middlesex-London Health Unit.
- Oversee the Health Promotions budget.
- Maintain an active working relationship with the AVP Peer Support.
- 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.

- All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.

## **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 Health Promotion Coordinators 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 Health Promotion Coordinators will act as project manager for all the projects incumbent upon the Executive to accomplish in areas of health and wellness. Strong organizational and time management skills are paramount to the success of these projects. The Health Promotion Coordinators should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In leading the executive committee, the Health Promotion Coordinators 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.
- **Research:** Strong research and written communication skills is an asset.

## **TRAINING:**

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