USC Income Tax 2020-2021 Committee Application

Executive Committee Goals

The Income Tax Executive Committee is responsible for the logistics, promotion, management, and volunteer training of the annual USC Income Tax Clinic and campus-wide financial literacy initiatives.

About USC Income Tax

Mission statement:

The USC Income Tax portfolio emphasizes personal financial services and education for students by students.

What we do:

Our principal resource is the free Clinic offered each year in March that provides students, in addition to eligible residents of the London community, with income tax filing services. To run the Clinic, we typically hire 150 volunteers that serve as tax analysts during the Clinic. This provides accounting and finance-oriented students the premier opportunity to work with taxation on a professional level, learn Canadian tax practices, and build their career network. In addition, we also promote and teach financial literacy on campus through other events, tax training sessions, and year-round online resources.

We actively hold partnerships with numerous other organizations and clubs on campus, such as CPA Ontario, the Society of Graduate Students (SOGS), and the CRA.

Applications are due **Sunday, September 20th, 2020 at 11:59 pm**. If you have any questions or concerns, please do not hesitate to contact Winnie Pan, the Income Tax Coordinator at **incometax@westernusc.ca.**

Please see below for a list of available positions and their descriptions.

Available Positions

Volunteers Director (4)

- Works with the Income Tax Coordinator to recruit and train Student Tax Analysts.
- Acts as an advisor and troubleshooter for the Clinic by addressing any volunteer and client concerns, tax-related questions, EFILE software issues/setup, and supervision of the Student Tax Analysts.
- Designs training materials, leads financial literacy and training sessions virtually and in-person, and contacts faculty professors for assistance.
- Works to create a central online resource portal for student tax advice.

*Experience in personal income tax is preferred (has previously volunteered as an Analyst, studying Tax/Accounting, proficient with Canadian taxation system, etc.)

Logistics Director (4)

- Manages the backend planning of the Clinic, which includes room booking, catering, equipment rental, Clinic scheduling and more.
- Works with the Income Tax Coordinator to recruit and train Logistics volunteers.
- Acts as a liaison between the volunteers, clients, and the Clinic.
- Plans financial literacy events throughout the year.
- Schedules volunteer shifts during the Clinic as well as client appointment bookings.

Promotions and Sponsorships Director (3)

- Works with USC Promotions to heavily advertise Clinic and initiatives through our Facebook page (and other applicable channels).
- Creates graphics/posters, must be proficient in Graphic Design.
- Directs the marketing vision for the portfolio.
- Revises sponsorship package and distributes them to various organizations to form lasting corporate partnerships.
- Reaches out to on-campus clubs for cross-promotions.
- Manages all external relations with partner clubs, associations, affiliate colleges and faculties.
- Develops sponsorship goals and ensures it satisfies the USC budget.

*If you are applying for this position, please send examples of your Graphic Design work to incometax@westernusc.ca