



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

<b>Position Title:</b>	<b>Recognition and Awards Program Coordinator</b>
<b>Supervisor:</b>	Vice-President University Affairs
<b>Remuneration:</b>	Honoraria \$3000
<b>Hours of Work:</b>	5 hours per week, 10-15 hours during peak time
<b>Term:</b>	August 1 <sup>st</sup> – April 30 <sup>th</sup>

### **OVERVIEW:**

Help give credit where credit is due and celebrate your fellow students' great achievements on campus. In this role, you will lead the Student Recognition and Awards Committee to organize and publicize the program as well as facilitate awards selection and ceremonies.

### **DUTIES AND RESPONSIBILITIES:**

- Organize and execute all aspects of the USC's Student Recognition Program, in conjunction with the Student Recognition Committee.
- Organize the annual USC Awards Ceremony
- Responsible for the recruitment and selection of volunteers for the Recognition & Awards Committee
- Meet with all stakeholders (Alumni, USC & Western administration) to coordinate roles, scheduling and advertising.
- Complete an interim and final report in compliance with the USC's Final Reports Procedure.
- Assist the Vice President University Affairs and AVP Student Experience with other projects and duties as assigned.
- Adhere to USC bylaws, policies and procedures.
- Participate in the transition of responsibilities with their successor in the months preceding the end of their term.

### **QUALIFICATIONS:**

- All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

## **KNOWLEDGE, SKILLS and ABILITIES:**

- **Interpersonal Communication:** The Recognition & Award Programs Coordinator 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 Recognition & Award Programs Coordinator will act as project manager for all the projects incumbent upon the Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Recognition & Award Programs Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In leading the Committee, the Recognition & Award Programs Coordinator 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.

## **TRAINING:**

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