



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

<b>Position Title:</b>	Associate Vice President, University Affairs
<b>Supervisor:</b>	Vice President University Affairs
<b>Remuneration:</b>	\$18/hour
<b>Hours of Work:</b>	July 2 - Aug 31 (up to 200 hours) hybrid, flexible
<b>Term:</b>	Sept 1 - April 30 (10 hours per week)

### **OVERVIEW:**

The AVP University Affairs will support the Vice-President University Affairs in their mandate to represent the interests of all undergraduate students at Western University by conducting research; drafting; revising, and reviewing policy; assisting in the coordination of ongoing advocacy initiatives; and liaising with the USC's Advocacy Services Department in accordance with the USC's advocacy initiatives and priorities. The AVP will support the Academic Coordinator, Student Experience Coordinator, and Wellness Equity Coordinator.

### **DUTIES AND RESPONSIBILITIES:**

- Provide project and advocacy assistance and research support in academic portfolios to the Vice President University Affairs.
- Support the Vice President University Affairs by managing relationships with key partners in the academics and student experience portfolios of Western University. This includes maintaining correspondence, working collaboratively with university stakeholders, and attending meetings and/or functions in the Vice-President University Affairs stead, where necessary.
- Work with the Vice President University Affairs and the Senior Manager, Advocacy and Government Services, to research, develop, and enhance policy and advocacy initiatives.
- Support the Vice-President University Affairs by assisting in the researching and writing of advocacy-related documents including position papers, letters of support, and policies.
- Liaise with the Western Student Senators to collaborate on advocacy initiatives.
- Provide support to the VP University Affairs, Coordinators (Student Experience, Academic, and Wellness Equity) who are responsible for writing policy and working on advocacy initiatives.
- Represent the USC on the Office of the Ombudsperson Advisory Committee
- Attend weekly Advocacy Steering Committee meetings between the President, Vice-President University Affairs, Vice-President External Affairs, and Communications portfolios.

- Chair the Faculty Vice President Academics/University Affairs roundtable to coordinate and support faculty council initiatives.
- Assist the Vice President University Affairs with other projects and duties as assigned.
- Adhere to USC bylaws, policies and procedures.

## QUALIFICATIONS:

- All AVPs must be an undergraduate or professional student as defined by Western University during the school year they are in the AVP role.
- An AVP cannot hold another USC paid position (USC Operation, AVP, Governance Leader, Intern) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.
- Must be available to work July 2 - Aug 31 (up to 200 hours) hybrid, flexible
- Must be available to work 10 hours per week during the 2024/25 academic school year.

## KNOWLEDGE, SKILLS and ABILITIES:

Candidates for this position should have aptitudes in the following areas:

- **Project Management Skills:** identifies project needs, develops plans, mobilizes available resources, adapts to changing circumstances, sets priorities and manages time in order to effectively meet deadlines. Detail-oriented with a strong sense of follow-through. Approaches a complex task or problem by breaking it down into its component parts.
- **Team Facilitation:** provide consistent leadership and support to a project-based team. Motivates with purpose and leverages the diverse skills of a team to best complement their collective goals.
- **Communications Skills:** strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
- **Evaluative and Analytical:** understands and appreciates the value of metrics to measure success, and feels comfortable implementing an evidence-based approach to student government. Takes learning from each experience and uses critical thought to make adjustments for future endeavours. Gives constructive feedback to team members.
- **Strategic Thinking:** thinks tactically and with foresight to identify trends and priorities. Comfort working with long-term plans and in a politically charged, bureaucratic environment.
- **Resource Management:** manage minimal resources in order to maximize effectiveness. Ability to use foresight to appropriately allocate resources in accordance with need.

- **Adaptability and Resilience:** comfortable working in a constantly fluctuating work environment. Integrates input and values perspectives from multiple stakeholders. Flexible and able to accommodate last-minute adjustments. Maintains energy and commitment in the face of setbacks or change.
- **Research Skills:** able to provide issue analysis and additional information as required to ensure best practices and up-to-date context. Can identify relevant information and subsequent implications from high volumes of material.
- **Professionalism and Discretion:** uses diplomacy and tact when engaging with individuals presenting inquiries or concerns. Can be trusted with sensitive information.

## TRAINING:

- The AVP University Affairs will be required to attend all USC-mandated training sessions for AVPs, as determined by the Vice President University Affairs and the USC Human Resources Department.
- The AVP University Affairs will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- The AVP University Affairs will have the opportunity to participate in research & policy writing training, along with lobbying training, as facilitated by the Ontario Undergraduate Student Alliance (OUSA).
- Eight hours maximum per day may be logged for out of town conference opportunities. Travel time cannot be logged.