



USC ASSOCIATE VICE PRESIDENT EXTERNAL INTERNSHIP

Purpose of the USC Internship Program

To develop a meaningful relationship between students and USC staff in order to promote mutual learning and experience.

POSITION SUMMARY

The USC Associate Vice President External Intern will support and work under the direction of the Vice President External.

Duties

1. Assist in the day-to-day management and coordination of USC Coordinators and Commissioners under the VP External portfolio
2. Work with the VP External to conduct relevant research and develop and improve USC policies
3. Coordinate the implementation of an external research plan
4. Act in an advocacy support capacity by stewarding relationships with stakeholders
5. Coordinate the implementation of an external advocacy strategy
6. Provide recommendations and solutions for issues and concerns that arise within the VP External portfolio

Qualifications

- Strong oral and written communication and networking skills
- Knowledge of Windows based software
- Must be creative, innovative and show a strong sense of initiative
- Ability to work with and support a team of volunteers
- Strong communication, analytical and problem-solving skills
- Familiarity with policy development
- Must be a current enrolled UWO student

Compensation

- \$14/hour, 10-15 hours/week

Tentative Start Date: Beginning of August

Please forward resume for review by May 3rd, 2013 at 4:30 p.m. to:

Karla Pacheco
Human Resources Generalist
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