



# **USC ASSOCIATE VICE PRESIDENT INTERNAL 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 Internal Intern will support and work under the direction of the Vice President Internal.

## **Duties**

1. Assist in the day-to-day management and coordination of USC Coordinators and Commissioners under the VP Internal portfolio
2. Work with the VP Internal to conduct relevant research and develop and improve USC policies
3. Coordinate the implementation of an internal 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 Internal 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*



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

**Karla Pacheco**

**Human Resources Generalist**

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