



USC CHIEF OF STAFF 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 Chief of Staff Intern will work as a senior level executive support to the USC President.

Duties

1. Act on behalf of the USC President in the area of strategy, advocacy support, administrative support and communication support.
2. Act as a proxy for the USC President at meetings, events and functions.
3. Participate in the project management process in order to execute presidential and executive objectives.
4. Act as a senior level representative of the USC Executive.
5. Develop and maintain effective and efficient record keeping processes and solutions
6. Provide strategic and management direction, and day to day guidance on priorities and achievement of agreed outputs

Qualifications

- Strong oral and written communication skills
- Knowledge of USC processes, systems and structure, public administration and policy, and appropriate legislation
- The ability to evaluate and implement management practices consistent with public sector principles aimed at increasing accountability and efficiency
- the ability to exercise judgment on the advisory regulatory, administrative and statutory advice rendered to USC President
- Superior record keeping practices
- Experience in working within a project based working model
- Must be a current enrolled UWO student

Compensation

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

Tentative Start Date: Beginning of August (can be flexible)



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

Karla Pacheco

Human Resources Generalist

University Students' Council of The University of Western Ontario

Room 340, UCC Bldg

London, ON N6A 3K7

FAX: (519) 661-2094

usc.jobs@westernusc.ca

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