

Ethnocultural Support Service Committee Position Descriptions

The Ethnocultural Support Service is a USC Student Service created to facilitate student efforts to address issues related culture or ethnicity that affect the University community. Thank you for your interest in joining with the ESS to make Western's campus more inclusive for all! **Please send your completed application with your CV to ethnocultural@westernusc.ca** by Friday August 22nd, 2014 at 4:00pm. If interviews are taking place for your position, they will occur the week of August 25-29th.

Finance Executive

- Executive will manage the resources of the Service, participate in the creation of the Service's budget and will work with other Service Executives to bring the Service's vision to reality
- Ideal candidate will have strong organizational and communication skills, and will be dedicated to bringing the Service's mandate into reality.
- Previous experience in a fiscal management position required, preferably studying in a related field

Events Executive

- Executive is responsible for overseeing the organization and execution of events during the school year, including logistical considerations such as room bookings.
- Ideal candidate will have strong communication skills, a clear vision for their tenure as Executive, as well as a passion for the Service's portfolio.
- Candidates who demonstrate knowledge of available resources and previous experience in a similar role preferred.

Communications Executive

- Executive will be responsible for creating and maintaining our social media presence (Tumblr, Twitter, Facebook), as well as promoting the Service as much as possible. The Communications Executive will work with the Events Executive and will create promotional material for the planned events.
- Ideal candidate will have strong communication skills, as well as a demonstrated aptitude for social media.

Community Relations Executive

- Executive will help to create and maintain links with relevant members of the London community.
- Ideal candidate will have strong communication skills, a broad knowledge of the London community as well as a passion for the mandate of the Service.

Ethnocultural Support Service Executive Application

Position

Full Name

Year and Program

Western Email

Phone Number

Please answer the following questions:

- What relevant experience do you have that will make you the best candidate?
- What other obligations do you have this year? How would you reconcile the role of being an Executive with those obligations?
- What issues related to culture and ethnicity does the ESS need to do a better job of tackling? How would you, as an Executive, bring about this change?