



University Students' Council of the University of Western Ontario  
*Student Programming*  
**ASSOCIATE VICE-PRESIDENT ORIENTATION**

**EFFECTIVE:**  
May 1, 2014

**SUPERSEDES:**

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**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**1.00 POSITION TITLE: ASSOCIATE VICE-PRESIDENT ORIENTATION**

**2.00 POSITION OVERVIEW:**

- (1) The Associate Vice-President Orientation is responsible for assisting the Vice-President Student Programming complete various projects related to the Orientation Program, including the management of coordinators and the organization of projects.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Assist the Vice-President Student Programming with their administrative duties as the Co-Chair of the Orientation Planning Committee when needed.
- (2) Complete projects related to the Orientation Program assigned by the Vice-President Student Programming.
- (3) Manage and support the Charity Orientation Coordinator and the First Year Involvement Coordinator in their preparation and execution of projects during the year.
- (4) Act as a liaison between these Coordinators and the Vice-President Student Programming to ensure consistent visioning and communication.
- (5) Work collaboratively with the Orientation Coordinator on projects when directed by the Vice-President Student Programming.
- (6) Facilitate the budgeting and event proposal process with coordinators for every portfolio initiative for approval by the Vice-President Student Programming.
- (7) Consistently assess the needs of each portfolio they oversee and complete projects where needed as directed by the Vice-President Student Programming.
- (8) Act on behalf of the Vice-President Student Programming in issues related to the portfolio when deemed necessary by the Vice-President Student Programming.
- (9) Collaborates where necessary with all USC departments to achieve maximum efficacy during their term. As such, act to ensure the “assembly line” of their portfolio is clear and calibrated. Where necessary, ensures proper approval process has been followed on all projects.



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- (10) Adhere to all relevant bylaws, policies, and procedures.
- (11) Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

**4.00 QUALIFICATIONS:**

- (1) Qualified candidates for this position must be an undergraduate student of Western University and will have aptitudes in the following areas:
  - a) *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.
  - b) *Communication Skills*: Strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
  - c) *Adaptable and Resilient*: Integrates input and perspectives from multiple stakeholders. Flexible and able to accommodate or integrate last-minute adjustments. Maintains energy and commitment in the face of setbacks or change.
  - d) *Interpersonal Communication*: The Associate Vice-President Orientation position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.

**5.00 TIME COMMITMENT:**

- (1) Start date of June 1<sup>st</sup>, 2014. End date of May 31, 2015.
- (2) **July to December**
  - a. Hours of work will be 15 per week.
- (3) **January to February**
  - a. Hours of work will be 10 hours per week.



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(4) **April to May**

- a. Hours of work will be 5 – 15 hours per week to assist with transition.
- (5) The AVP Orientation will be required to come back to London during select weekends to assist with planning prior to the academic year beginning. These dates will be communicated and agreed upon in advance. The AVP Orientation will also be required to be in London for August 27, 2014.
- (6) Attendance at regular (weekly or biweekly) meetings with the Vice-President Student Programming and the other Student Programming AVPs.

**6.00 TRAINING/SUPPORT:**

- (1) There will be a Health and Safety training seminar conducted at the beginning of the term of employment. This seminar is mandatory as all members of the USC must attend.
- (2) There will be an Orientation Day conducted in August to familiarize the Intern with the USC operations, fellow interns and staff.
- (3) Throughout their term, the Associate Vice-President Orientation will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops, and experiential learning facilitated by the Volunteer Services Department.

**7.00 LEARNING OUTCOMES:**

- a) The Associate Vice-President Orientation will learn how to manage project from start to finish, working with a variety of different stakeholders to creatively execute programming throughout the year.
- b) The AVP will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.

**8.00 COMMUNITY IMPACT:**

- a) If successful, the Associate Vice-President Orientation will contribute to a positive transition for all first year students to Western University.
- b) They will also help foster a sense of engagement and involvement and contribute to the overarching sense of student development that exists at the USC.



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**9.00 EVALUATION:**

- a) Associate Vice Presidents will participate actively with their supervisors in conducting formative and summative performance assessments.
  - i. *Formative Assessment:* The VP Student Programming will maintain an ongoing and open dialogue of informal feedback with the AVP Orientation. This informal process of feedback will be completed on-the-job and will aid in identifying learning needs for successful task completion. This will allow for instructional guidance in learning a new skill and being able to execute assigned tasks and projects successfully. This type of feedback goes both ways so as to allow the AVP Orientation to obtain a meaningful experience while also informing the VP Student Programming about specific learning and development goals they hope to achieve.
  - ii. *Summative Assessment:* There will be three formal feedback surveys conducted throughout the AVP Orientation's tenure with the USC. These surveys are to provide the Intern with the ability to articulate their experiences so far and to evaluate their program to identify any learning opportunities they would like to participate in. The second aspect of the summative assessment is formally conducted by the VP Student Programming to evaluate all strengths, any necessary improvements and communicate future projects with the AVP Orientation. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate the overall job performance.

**10.00 SUPERVISION:**

- a) The Associate Vice-President Orientation reports directly to the Vice-President Student Programming.
- b) Secondary support for the AVP Orientation will be provided by the Volunteer Services and Human Resources Departments.