



University Students' Council of the University of Western Ontario
Internal
ASSOCIATE VICE PRESIDENT PEER SUPPORT NETWORK

EFFECTIVE: May 1, 2014

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 5

1.00 POSITION TITLE: ASSOCIATE VICE PRESIDENT PEER SUPPORT NETWORK

2.00 POSITION OVERVIEW:

- (1) Oversight of the Peer Support Network branch and Coordinators of the Vice President Internal portfolio. Supporting the Vice President Internal with larger, multiservice, projects.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Work with and support the Ally Western Coordinator, Ethnocultural Support Service Coordinator, Food Support Service Coordinator, Health & Wellness Support Service Coordinator, PrideWestern Coordinator, Sexual Health & Consent Education Coordinator and Women's Issues Network Coordinator in the planning and execution of the day-to-day activities of the USC Peer Support Network.
- (2) Provide programming assistance and advocacy research support to the Vice President Internal, when required.
- (3) Provide administrative and resource support to the Peer Support Network Coordinators.
- (4) Attends meetings and functions in the Vice President Internals' stead when needed, act as a relationship holder with key partners.
- (5) Work with Advocacy Services Officer and Advocacy Group to align efforts on policy and advocacy initiatives, with an emphasis on communicating advocacy work to students.
- (6) Attend weekly meetings with the Vice President Internal.
- (7) Conduct meetings twice a month with Peer Support Network Coordinators.
- (8) Adhere to USC bylaws, policies and procedures.
- (9) 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.



University Students' Council of the University of Western Ontario
Position Description
ASSOCIATE VICE PRESIDENT PEER SUPPORT NETWORK

PAGE | 2 of 5

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) *General:* Although there is no requirement to have prior knowledge, background or experience with the Peer Support Network, qualified candidates for this position will have a familiarity with the political and organizational structure of the PSC/USC and an understanding of its services and operations.
 - b) *Interpersonal Communication:* The AVP Peer Support Network 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.
 - c) *Project Management:* The AVP Peer Support Network will act as project manager for all the projects incumbent upon the Peer Support Network Coordinators to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The AVP Peer Support Network should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
 - d) *Group Facilitation:* In managing the Peer Support Network Coordinators, the AVP Peer Support Network should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.
 - e) *Time Management:* The AVP Peer Support Network should have the ability to successfully balance and manage the scope of responsibilities with competing external commitments, including academics.
 - f) *Compassionate Demeanour:* The AVP Peer Support Network should be open minded, supportive and have an empathetic personality.
 - g) *Background Knowledge:* The AVP Peer Support Network would ideally have an understanding and a willingness to learn about campus and community resources, and a have general understanding about student issues related to LGBT, Women's Issues, Mental Health, Addiction, etc.



University Students' Council of the University of Western Ontario
Position Description
ASSOCIATE VICE PRESIDENT PEER SUPPORT NETWORK

PAGE | 3 of 5

5.00 TIME COMMITMENT:

- (1) Start date of June 1st 2014. End date of May 31, 2015.
- (2) **June to August:** Average of 2-5 hours a week. Flexible.
- (3) **August 18th – October 1st:** Incredibly busy, 15 hours a week.
- (4) **Oct 1st – November 30th:** 10-15 hours per week, flexible.
- (5) **First two weeks of December:** 2-5 hours per week.
- (6) **Exam Period:** 0 hours, unless intern wishes to work.
- (7) **January:** 15 hours per week.
- (8) **February – March 31st:** 10-15 hours, flexible.
- (9) **First two weeks of April:** 2-5 hours per week.
- (10) **Exam Period:** 0 hours, unless intern wishes.
- (11) **Last week of April – end of first week of May:** 5-8 hours, transition.

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 AVP Peer Support Network will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Services Department.
 - a. Specific professional development workshops will include: Conflict Resolution, Mental Health First Aid and 'Triage' Disclosure training.



University Students' Council of the University of Western Ontario
Position Description
ASSOCIATE VICE PRESIDENT PEER SUPPORT NETWORK

PAGE | 4 of 5

7.00 LEARNING OUTCOMES:

- (1) Plan, implement, monitor and evaluate projects by applying principles of project management.
- (2) Learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (3) Demonstrate an understanding of and act in the mediating role of the professional communicator between the organization and students.

8.00 COMMUNITY IMPACT:

- (1) This role will support the VP Internal be an effective and efficient. This in turn, will benefit the Western community and undergraduate students.
- (2) AVP PSN will ensure that student support programming, which reflects students' needs and best interest, is always a priority. They will ensure consistency of programming from the coordinators. They shall strive to support and create experiential learning opportunities for students.

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 Internal will maintain an ongoing and open dialogue of informal feedback with the AVP Peer Support Network. 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 Peer Support Network to obtain a meaningful experience while also informing the VP Internal about specific learning and development goals they hope to achieve.
 - ii. *Summative Assessment:* There will be three formal feedback surveys conducted throughout the AVP Peer Support Network 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 Internal to evaluate all strengths, any necessary improvements and communicate future projects with the AVP Peer Support Network. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate the overall job performance.



University Students' Council of the University of Western Ontario
Position Description
ASSOCIATE VICE PRESIDENT PEER SUPPORT NETWORK

PAGE | 5 of 5

10.00 SUPERVISION:

- (1) The Associate Vice-President Peer Support Network reports directly to the Vice-President Internal.
- (2) Secondary support for the AVP Peer Support Network will be provided by the Volunteer Services and Human Resources Departments.
- (3) Tertiary support will be provided by the Associate Vice President Peer Support Centre.