



EXTERNAL JOB POSTING  
September 11<sup>th</sup>, 2014

Coordinator, Council Services  
***(Formerly the Legislative Assistant)***  
Full-time Permanent Position

University Students' Council of the University of Western Ontario is seeking a Coordinator, Council Services for the Government Services Department on a full-time permanent basis. This position is within the Collective Bargaining Unit and is classified at Band #3 and a starting salary of \$41,558.84.

Reporting to the Advocacy Services Officer, the successful candidate would be responsible for providing general administrative assistance to Council, the confidential committees of Council Members, Commissioners and Coordinators, and other bodies of the legislature as required. The Coordinator Council Services is responsible for attending Council Meetings in partnership with the Governance Officer and ensuring all appropriate preparation and follow-up is completed. This role is also responsible for providing administrative support to the Speaker of Council and Chief Returning Officer as well as the Elections Committee and CHRW Radio Western Committee. The Coordinator, Council Services will also act as a resource to USC Councillors in regards to motion preparation, research, rules of order and information access

The ideal candidate will have a strong administrative background and be able to work in a fast-paced environment. They should be extremely well organized, detail oriented, have strong interpersonal skills and excellent time management skills. They should be focused on providing a positive experience to all USC Volunteers, Staff and Council Members. The successful candidate will have a grade 12 diploma and a minimum of one years' administrative experience with an emphasis in working with college or university student organizations. .

The successful candidate must be highly motivated, have exceptional communication skills, excellent customer service and problem solving skills. Must be able to work flexible hours and work unsupervised. Nights and weekend work will be required at some points during the year.

Hours of work are 8:30 am – 4:30 pm from Monday to Friday however these hours will fluctuate. During peak periods the hours of work may be adjusted to accommodate increased work load. Occasional overtime may be required as attendance may be required at Council Meetings which have unpredictable durations.

Please contact the Human Resources Manager for a copy of a full job description.

Please visit the USC Website at [www.westernusc.ca](http://www.westernusc.ca) under Get Involved - full-time opportunities for instructions on how to apply. Please complete the application process by September 26<sup>th</sup>, 2014 at 4:30pm.

**Only those deemed qualified will receive notification of interviews.**

**The University Students' Council is an equal opportunity employer.**

**The USC is committed to providing accommodations to those with disabilities. If you require an accommodation, we will work with you to meet your needs.**