



University Students' Council of the University of Western Ontario
Position Description
ASSOCIATE VICE PRESIDENT CAMPUS AFFAIRS

EFFECTIVE: 01/01/2015

SUPERSEDES: 02/01/2014

AUTHORITY: Executive

RATIFIED BY: Executive

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1.00 POSITION TITLE: ASSOCIATE VICE PRESIDENT CAMPUS AFFAIRS

2.00 POSITION OVERVIEW:

- (1) Oversight of the Campus Affairs branches' coordinators. Management of their budget, support with their team management, resource for their campaigns, research and programming
- (2) Working with the VP Internal on advocacy projects, and research compilation.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Work with and support the Accessibility Coordinator, EnviroWestern Coordinator, Student Appeals Support Centre Coordinator and Teaching Quality & Awards Coordinator in the planning and execution of the day-to-day activities of the USC Campus Affairs branch.
- (2) Provide project and advocacy assistance and research support to the Vice President Internal, when required.
- (3) Attends meetings and functions in the Vice President Internal's stead when needed, act as a relationship holder with key partners.
- (4) Attend Local and Campus Affairs Standing Committee meetings as a resource member.
- (5) Work with the 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 the Campus Affairs Coordinators.
- (8) Adhere to USC bylaws, policies and procedures.
- (9) Complete a Final Report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.



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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 Campus Affairs branch, qualified candidates for this position will have a familiarity with the political and organizational structure of the Vice President Internal.
 - b) *Interpersonal Communication:* The AVP Campus Affairs 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 Campus Affairs will act as project manager for all the projects incumbent upon the Campus Affairs Coordinators to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The AVP Campus Affairs should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
 - d) *Group Facilitation:* In managing the Campus Affairs Coordinators, the AVP Campus Affairs 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 Campus Affairs should have the ability to successfully balance and manage the scope of responsibilities with competing external commitments, including academics.
 - f) *Background Knowledge:* The AVP Campus Affairs would ideally have an understanding about barriers to academic success, environmental sustainability, accessibility, accessible learning services and resources, etc.



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5.00 TIME COMMITMENT:

Start date of June 1, 2015. End date of May 31, 2016.

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

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 AVP with the USC operations, fellow interns, AVPs and staff.
- (3) Throughout their term, the AVP Campus Affairs 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 Resources Department



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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 free up time for the VP Internal to focus more of their time towards advocacy efforts.
- (2) The AVP Campus affairs will ensure that internal advocacy, 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:

- (1) 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 Campus Affairs. 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 Campus Affairs 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 Campus Affairs' tenure with the USC. These surveys are to provide the AVP 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 Campus Affairs. This collaborative assessment will allow for both to communicate how the experience has been so far and to



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evaluate the overall job performance.

- iii. *Summative Assessment Part Two:* The AVP Campus Affairs will be required to complete a Performance Feedback with their respective Coordinators three times during their term. This will be a one-on-one meeting to discuss Coordinator performance and progression in their roles.

10.00 SUPERVISION:

- (1) The AVP Campus Affairs will report directly to the VP Internal at the University Students' Council of the University of Western Ontario
- (2) Secondary support for the AVP Campus Affairs will be provided by the Volunteer Resources and Human Resources Departments.