



University Students' Council of the University of Western Ontario  
*Position Description*  
**ASSOCIATE VICE PRESIDENT EXTERNAL**

**EFFECTIVE:** 01/01/2015

**SUPERSEDES:** 02/01/2014

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**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**1.00 POSITION TITLE: ASSOCIATE VICE PRESIDENT EXTERNAL**

**2.00 POSITION OVERVIEW:**

- (1) The Associate Vice President External is tasked with working with the Vice President External in order to manage the External portfolio. The AVP will help the Vice President select and oversee coordinators as well as various initiatives in the portfolio. The individual is responsible for helping to advance the USC's external advocacy capacities in collaboration with the Vice President. The AVP External will be responsible for working with the coordinators in order to gather student feedback about external affairs through various mechanisms which will include, but are not limited, to various surveys and outreach events such as Change Camp. The individual will also build partnerships with various external stakeholders.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Assist in the day-to-day management and coordination of USC Coordinators under the VP External portfolio
- (2) Work with the VP External to conduct relevant research, and develop and improve USC policies
- (3) Coordinate the implementation of an external research plan and advocacy strategy
- (4) Act in an advocacy support capacity by stewarding relationships with stakeholders
- (5) Provide recommendations and solutions for issues and concerns that arise within the VP External portfolio
- (6) Assist in the development and implementation of various types of awareness campaigns on campus
- (7) Work closely with the AVP's and Coordinators of the Internal portfolio in order to gather Western students' feedback to connect concerns to External portfolio solutions.
- (8) Be responsible to help develop the priorities and policies for the USC's advocacy work in conjunction with the Advocacy Group.



- (9) Be responsible to contribute to the USC's policy papers where applicable and as directed by the Vice President External and the Advocacy Group.
- (10) Adhere to USC bylaws, policies and procedures.
- (11) Complete 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) *Interpersonal Communication:* The AVP External position requires strong interpersonal communication skills, given the need to work concurrently with a number of stakeholders. This AVP must be able to provide constructive feedback to project stakeholders and communicate expectations effectively through both written and oral mediums.
- (2) *Project Management:* Strong organizational and time management skills are paramount to the success of assigned projects. The AVP External should be flexible, able to critically assess and troubleshoot problems, and demonstrate effective problem solving in their role.
- (3) *Group Facilitation:* The AVP External should have effective group facilitation skills. This individual must be 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 peers.
- (4) *General:* Knowledge of the University, broader London community, provincial politics, as well as prior experience running campaigns and coordinating social media work is an asset. This is also a research heavy position and experience with research development will be a given priority.

#### **5.00 TIME COMMITMENT:**

5.01 This position requires varying time commitments:

- (1) 8-10 hours/week on average.
- (2) 15-20 hours/week on occasion when campaigns are being launched.
- (3) The AVP External shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

#### **6.00 TRAINING/SUPPORT:**

- (1) The AVP External will be required to attend all USC-mandated training sessions



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for AVPs, as determined by the Vice-President External and the USC Human Resources Department.

- (2) The AVP External will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the AVP External 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 Human Resources Department.
- (4) The AVP External will be provided advocacy training facilitated by the USC Government Services Branch.

### **7.00 LEARNING OUTCOMES:**

- (1) The AVP External will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (2) The AVP External will develop project planning and event management skills.
- (3) The AVP External will develop written and oral communication skills.
- (4) The AVP External will develop management skills while working as a leader and member of a team.
- (5) The AVP External will develop real world research and communication skills, while developing a better understanding of the University, City and London and Province of Ontario.
- (6) The AVP External will learn how to coordinate public engagement campaigns and conduct public affairs work.

### **8.00 COMMUNITY IMPACT:**

- (1) The successful completion of this role will mean that the USC will be far more prepared to engage external advocacy initiatives that are connected to the needs of our students. This increased preparedness will enable the USC to forge stronger relationships with stakeholders. With this position, the USC will have a permanent, expert-driven presence in order to support the Vice President External with the work they do.



**9.00 EVALUATION:**

- (1) The AVP External will participate actively with their supervisors in conducting formative and summative performance assessments.
  - i. *Formative Assessment* is an ongoing process of dialogue and informal feedback in which Supervisors and Associate Vice Presidents determine their level of satisfaction in the position and identify further learning needs for successful job completion.
  - ii. *Summative Assessment* is conducted at the end of the term in order to qualify their experience, identify individual learning outcomes, and evaluate overall job performance in a formal feedback performance meeting with the VP External.
  - iii. *Summative Assessment Part Two*: The AVP External 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) Primary supervision: Vice President External
- (2) Secondary support: Advocacy Services Officer
- (3) Tertiary support: Coordinator, Human Resources