



University Students' Council of the University of Western Ontario  
*Position Description*  
**FIRST YEAR INVOLVEMENT COORDINATOR**

**EFFECTIVE:** February 20, 2015

**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**1.00 POSITION TITLE: FIRST YEAR INVOLVEMENT COORDINATOR**

**2.00 POSITION OVERVIEW:**

- (1) Under the direction of the Vice-President Student Events, the First Year Involvement Coordinator will plan and execute programming after Orientation Week that supports and encourages extra-curricular involvement of first-year students.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Act as a liaison between residence and off-campus first year students and the USC to promote engagement and involvement.
- (2) Attend all meetings of the First Year Students' Caucus as an ex-officio member to gather feedback from first-year students and incorporate that information into programming plans for the year and recommendations for future years.
- (3) Consistently strive to create new and innovative ways to engage first year students with the USC after Orientation Week.
- (4) Liaise with residence and off-campus constituency councils to promote USC events to first year students during the year, including ticket sales and promotional booths.
- (5) Work with the USC Productions Department to design, plan and execute events.
- (6) Become an advocate on behalf of first year students to the USC.
- (7) Adhere to USC bylaws, policies and procedures.
- (8) 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) Interpersonal Communication: The First Year Involvement Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders (i.e. first-year students' caucus,



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residence programmers, Housing, etc.). Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.

- (2) **Project Management:** The First Year Involvement Coordinator will act as project manager for all the projects within the portfolio. Strong organizational and time management skills are paramount to the success of these projects. The First Year Involvement Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) **Creativity:** Possess a natural openness to seek out new ideas. Has a tendency to demonstrate a high degree of curiosity and a propensity to “think outside the box” when developing new programming and initiatives.

**5.00 TIME COMMITMENT:**

5.01 Expected time commitment for the position will vary over the term:

- (1) Average time commitment: 7 – 8 hours per week
- (2) The expected time commitment in the week leading up to an event and the week of an event will be 10 – 15 hours per week.
- (3) The First Year Involvement Coordinator 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 First Year Involvement Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Student Events, Vice President Finance, and the USC Volunteer Resources Department.
- (2) The First Year Involvement Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the First Year Involvement Coordinator 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.

**7.00 LEARNING OUTCOMES:**

- (1) The First Year Involvement Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and



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managing volunteers.

- (2) The First Year Involvement Coordinator will develop project planning and event management skills.

**8.00 COMMUNITY IMPACT:**

- (1) The First Year Involvement Coordinator will enhance the experience of first-year students through increased engagement and awareness of extra-curricular and volunteer opportunities on campus.

**9.00 EVALUATION:**

- (1) The First Year Involvement Coordinator 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 volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
  - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

**10.00 COMPENSATION:**

- (1) The First Year Involvement Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the First Year Involvement Coordinator must:
  - i. Remain within the position until January 1<sup>st</sup> in the relevant academic year;
  - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
  - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.



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- (3) In order to receive the second honourarium payment, the First Year Involvement Coordinator must:
- i. Remain within the position until April 30<sup>th</sup> in the relevant academic year;
  - ii. Submit an final report to the primary supervisor by the end of the fall term;  
and,
  - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

**11.00 SUPERVISION:**

- (1) Primary supervision: Vice-President Student Events.
- (2) Additionally, the Coordinator will receive support from the Volunteer Resources Department.