



University Students' Council of the University of Western Ontario
Position Description
STUDENT RECOGNITION COORDINATOR

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AUTHORITY: Executive

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1.00 POSITION TITLE: STUDENT RECOGNITION COORDINATOR

2.00 POSITION OVERVIEW:

The University Students' Council aims to reward students who have put forth exemplary volunteer work within the USC, Western and London community in the form of USC sponsored awards. The Student Recognition Coordinator is responsible for the administration, organization and promotion of these awards as well as the selections process. From there, they will work with the USC Teaching Awards coordinator and other campus stakeholders to host the annual awards ceremony. In addition to this, they will be responsible for recognizing student achievement throughout the entire academic year and facilitating student oriented campaigns.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Chair, ex-officio, the Student Recognition Committee.
- (2) Organize and execute all aspects of the USC Student Awards Program, in conjunction with the Student Recognition Committee.
- (3) Organize the annual USC Awards Ceremony in association with Alumni Relations and the USC's Teaching Awards Coordinator.
 - i. Meet with all stakeholders (Alumni, USC & Western administration) to coordinate roles, scheduling and advertising.
- (4) Facilitate Bi-Weekly recognition of students on campus for the work they do within the community.
- (5) Coordinate with other members of the USC to assist in student outreach and communication with the student body.
- (6) Adhere to USC bylaws, policies and procedures.
- (7) 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.



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4.00 QUALIFICATIONS:

- (1) **Interpersonal Communication:** The Student Recognition Coordinator 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.
- (2) **Project Management:** The Student Recognition Coordinator will act as project manager for all the projects incumbent upon the Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Student Awards Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) **Group Facilitation:** In leading the Committee, the Student Recognition Coordinator 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.

5.00 TIME COMMITMENT:

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

- (1) April to August: 2 – 3 hours per week
- (2) September to March: 7 – 10 hours per week.
- (3) The expected time commitment during the selection of the awards and the week of the ceremony will be 10 – 15 hours per week.
- (4) The Student Recognition 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 Student Recognition Coordinator will be required to attend all USC-mandated



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training sessions for Coordinators, as determined by the Vice-President Internal and the USC Volunteer Resources Department.

- (2) The Student Recognition 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 Student Recognition 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) Throughout their term, the Student Recognition Coordinator will develop project planning and event management skills.
- (2) The Student Recognition Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (3) The Student Recognition Coordinator will develop critical analysis skills while being a member of the awards review committee.

8.00 COMMUNITY IMPACT:

- (1) The Student Recognition Coordinator will work to foster a strong sense of involvement and shared participation among Committee members in all portfolio endeavours.

9.00 EVALUATION:

- (1) The Student Recognition 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.



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10.00 COMPENSATION:

- (1) The Student Recognition Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Purple Events Coordinator must:
 - i. Remain within the position until January 1st 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.
- (3) In order to receive the second honourarium payment, the Purple Events Coordinator must:
 - i. Remain within the position until April 30th 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 Internal.
- (2) Secondary Support: Coordinator, Volunteer Resources and Manager, Volunteer Resources.