



University Students' Council of the University of Western Ontario
Position Description
TEACHING QUALITY & AWARDS COORDINATOR

EFFECTIVE: February 20, 2015

AUTHORITY: Executive

RATIFIED BY: Executive

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1.00 POSITION TITLE: TEACHING QUALITY & AWARDS COORDINATOR

2.00 POSITION OVERVIEW:

- (1) The Teaching Awards Coordinator, in conjunction with the Teaching Awards Committee, organizes and executes all aspects of the USC Teaching Awards Program so as to recognize excellence in undergraduate teaching at Western.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Chair, ex-officio, the Teaching Awards Committee.
- (2) Be a member, ex-officio, of the Senate Sub-committee on University Teaching Awards.
- (3) Work with the Vice President Internal in advocating for teaching quality at the University.
- (4) Liaise with the Teaching Support Centre and other relevant departments in the University to coordinate efforts in teaching quality initiatives.
- (5) Work with the Chair of the Student Caucus on Governance on initiatives related to teaching quality.
- (6) Organize and execute all aspects of the USC Teaching Awards Program, in conjunction with the Teaching Awards Committee.
- (7) Organize the annual USC Awards Ceremony in association with Alumni Relations
 - i. Meet with all stakeholders (Alumni, USC & Western administration) to coordinate roles, scheduling and advertising.
- (8) Coordinate the USC Honour Roll program
 - i. Responsible for the formatting and printing of Honour Roll
 - ii. Coordinate the distribution of honour roll certificates and laminated posters
- (9) The Teaching Quality and Awards Coordinator will be provided advocacy training



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facilitated by the USC Government Services Branch.

- (10) Adhere to USC bylaws, policies and procedures.
- (11) 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 Teaching Quality & Awards 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 Teaching Quality & Awards 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 Teaching Quality & 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 Teaching Quality & Awards 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 This position requires varying time commitments.

- (1) April to August: 2 – 3 hours per week
- (2) September to March: 7 – 8 hours per week
- (3) 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.
- (4) The Teaching Quality & Awards Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.



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6.00 TRAINING/SUPPORT:

- (1) The Teaching Quality & Awards Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Internal and the USC Volunteer Resources Department.
- (2) The Teaching Quality & Awards 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 Teaching Quality & Awards Coordinator 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 Volunteer Resources Department.
- (4) The Teaching Quality & Awards Coordinator will be provided advocacy training facilitated by the USC Government Services Branch.

7.00 LEARNING OUTCOMES:

- (1) The Teaching Quality & Awards Coordinator will develop project planning and event management skills.
- (2) The Teaching Quality & Awards Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.

8.00 COMMUNITY IMPACT:

- (1) The Teaching Quality and Awards Coordinator will examine the impact of teacher characteristics on teacher effectiveness in order to make recommendations about the extent to which these characteristics are linked with teacher performance.
- (2) The Teaching Quality & Awards 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 Teaching Quality & Awards 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



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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 Teaching Quality & Awards Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Teaching Quality & Awards 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 Teaching Quality & Awards 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