



USC Communications Officer

Purpose of the USC

To enhance the educational experience and quality of life for undergraduates at the University of Western Ontario.

Position Summary

Facilitate communication on behalf of the organization and develop a communications strategy that furthers the USC mandate and supports the political priorities of the Executive Body.

General Responsibilities

- Oversee USC public relations strategies.
- Act as the primary steward of the USC's brand.
- Manage communications while assisting in and supporting the political implementation of the platforms and policies of the Executive Body.
- Enable the Executive to manifest a shared political will, and become the advocate for such ambitions.
- Serve as the President and Executive's public liaison with internal and external stakeholders, at the discretion of the President.
- Ensure open lines of communication with students and support Council in their efforts to garner opinion and feedback.
- Act as a direct support to the President in periods of crisis management.
- Manage ongoing or developing issues relevant to the President and Executive Body.

Qualifications

- *Project Management Skills:* Identifies project needs, develops plans, mobilizes resources, adapts to changing circumstances, sets priorities and manages time in order to meet deadlines.
- Detail-oriented with a strong sense of follow-through
- *Communication Skills:* Strong written and verbal communication.
- *Team Facilitation:* provide consistent leadership and support to a project-based team.
- *Evaluative and Analytical:* Understands and appreciates the value of metrics.
- *Adaptable and Resilient:* Flexible and able to integrate last-minute adjustments.
- *Proactivity:* Anticipates, understands and strategizes around public relations needs instead of reacting to events and circumstance. Takes initiative to assist other areas in the USC with public education campaigns.
- *Exceptional Writing Skills:* Can write persuasively and employ rhetoric. Can use simple and succinct language to communicate complex ideas. Able to edit and paraphrase others' writing.
- *Systemic Thinking:* Thinks tactically and with foresight, identifying trends and priorities. Comfortable working in politically charged bureaucratic environments.
- *Research Skills:* Able to provide issue analysis and additional information as required to ensure best practices and up-to-date context.
- *Professionalism and Discretion:* Uses diplomacy and respect engaging with inquiries and concerns.
- Undergraduate student at Western University

Compensation

The Communications Officer will work 10 hours per week from April 1st–April 30th, 2016. The standard work week is 35 hours from May 1st, 2016 until May 31st, 2017. They will also be compensated for the submission of a final report in June 2017. The salary of the Communications Officer is \$46,299.65.

The University Students' Council of the University of Western Ontario is an equal opportunity employer. The USC is committed to providing accommodations to those with disabilities. If you require an accommodation, we will work with you to meet your needs.



USC Communications Officer

Please forward your cover letter and resume for review by

19 February 2016 at 4:30 PM to:

Human Resources Department

usc.jobs@westernusc.ca

Room 340, Main USC Office, Western University

Please Note: Only successful candidates will be contacted for an interview(s). All interviews will be taking place February 22nd-March 11th, 2016. If you are successful in obtaining an interview, at this time you will be able to present your portfolio. You will also be required to provide your April Exam Schedule upon receipt of the first interview. For submission please only send the Human Resources Department your Cover Letter and Resume.

There will be an assignment component to the interview to be completed in person. Successful candidates can anticipate more than one interview in the interview period.