

2016-2017 Income Tax Clinic Executive Committee Application

The USC Income Tax Clinic is a free service to all undergraduate students at Western University and affiliate colleges operated by the University Student Council. The service is offered in partnership with the Canadian Revenue Agency for one week in the month of March.

The Income Tax Coordinator and the Income Tax Executive Committee is responsible for the logistics, promotion, management, and volunteer training of the clinic.

*Note: knowledge in income tax is not required, but an interest in learning how to do taxes is essential

All applications are due Monday, October 3rd by 11:59pm

Any questions about the application process can be directed toward the 2016-17 Income Tax Coordinator Bruce Li, at incometax@westernusc.ca

Positions Available

Logistics Coordinator

- Works with Income Tax Clinic Coordinator directly with planning of clinic
- Responsibilities include Room bookings, equipment rentals, scheduling and other logistical coordination
- Helps prepare budgets for USC Department of Finance

Marketing Coordinator

- Works with Income Tax Clinic Coordinator directly with finding and creating marketing channels for student bodies
- Work with USC Promotions to heavily advertise clinic
- Work with Affiliate Coordinator to advertise to affiliate student bodies, what works with well with other campuses
- Experience with Photoshop and video editing software preferred

Volunteer Coordinator (2 positions available)

- Works with Income Tax Coordinator Coordinator with the recruitment and training of volunteers, acting as a first responder
- Works with Marketing Coordinator to advertise recruitment
- Works with Logistics Coordinator to organize training and info sessions (planning)

Website Coordinator

- Responsible for designing and regular maintenance of USC Income Tax Coordinator website
- Coordinate website maintenance with Webmaster
- Works with Marketing Coordinator with digital advertising outlets
- Experience with HTML and CSS required
- If invited for an interview, please bring examples of past work

Affiliate Coordinator

- Student at affiliate college
- Represents student body, works with Logistics Coordinator, Marketing Coordinator, and Volunteer to plan operations, marketing opportunities, and review affiliate volunteer applications