



University Students' Council of the University of Western Ontario  
**ADVOCACY RESEARCH INTERN**

**EFFECTIVE:** 01/01/2016

**SUPERSEDES:** 01/01/2015

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**AUTHORITY:**

**RATIFIED BY:**

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**1.00 POSITION TITLE: ADVOCACY RESEARCH INTERN**

**2.00 POSITION OVERVIEW:**

- (1) The USC is strengthening its advocacy and policy creation process to ensure students' opinions are well researched and articulated to decision makers. The Advocacy Research Intern will actively engage with students in small or large groups, recode their findings as well as conduct secondary research to ensure this becomes a reality with students' support.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) The main responsibilities for the Advocacy Research Intern would be a combination of both issue identification, and policy research. Issue identification can be described as primary or secondary research conducted to better understand what students are currently discussing. Policy research is the process of gathering information, about a topic identified during the issue identification process, and developing an official stance that the USC will take on the topic identified.

**4.00 QUALIFICATIONS:**

- (1) Qualified candidates for this position must be an undergraduate student of Western University.

Qualified candidates will have strengths in the following areas:

- a) Excellent time management skills
- b) Excellent written and verbal communications skills
- c) Excellent primary and secondary research skills
- d) Experience with survey creation
- e) Experience creating reports
- f) Knowledge of Western University Environment, and all levels of government

**5.00 TIME COMMITMENT:**

- (1) The time commitment is up to a maximum of ten hours per week on average. These hours will be allotted to each project the Intern is given until its completion. Additional hours will be communicated and mutually agreed upon in advance, when



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necessary. The Intern will be expected to complete the ground work for a policy paper by the end of their term. There will also be an expectation to attend the bi-weekly one hour meeting to discuss the progression of their project and possible office hours.

### 6.00 TRAINING/SUPPORT:

- (1) Each Intern will be provided with advocacy training.
- (2) Each Intern will have direct access to the Senior Manager, Advocacy and Government Services who will provide operational support.
- (3) There will be a Health and Safety training seminar conducted at the beginning of their employment. This seminar is mandatory as all new members of the USC must attend as stipulated in their employment contract.

### 7.00 LEARNING OUTCOMES:

- (1) Students will develop real world research and communication skills, while developing a better understanding of the University, City of London, the Provincial Government, and Federal Government.

### 8.00 COMMUNITY IMPACT:

- (1) From the identification of issues, and policy papers being created students concerns will be in a better position to be advocated on for the University and all levels of government.

### 9.00 EVALUATION:

- (1) *Formative Assessment:* The Senior Manager, Advocacy & Government Services will maintain an ongoing and open dialogue of informal feedback with the Advocacy Research Intern. This informal process of feedback will be completed on-the-job and will aid in identifying learning needs for successful task completion. This will allow for instructional guidance in learning a new skill and being able to execute assigned tasks and projects successfully. This type of feedback goes both ways so as to allow the Advocacy Research Intern to obtain a meaningful experience while also informing the Senior Manager, Advocacy & Government Services about specific learning and development goals they hope to achieve.
- (2) *Summative Assessment:* There will be two formal feedback surveys conducted throughout the Advocacy Research Intern's employment. These surveys are to provide the Intern with the ability to articulate their experiences so far and to evaluate their program to identify any learning opportunities they would like to participate in. The second aspect



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of the summative assessment is formally conducted by the Senior Manager, Advocacy & Government Services to evaluate all strengths, any necessary improvements and communicate future projects with the Advocacy Research Intern. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate the overall job performance.

### **10.00 SUPERVISION:**

- (1) The Advocacy Research Intern will report directly to the Senior Manager, Advocacy & Government Services at the University Students' Council of the University of Western Ontario. The Senior Manager, Advocacy & Government Services floor, room 318 C, in the University Community Center at Western University and can be contacted at 519-661-2111 ext. 80392.
  
- (2) Secondary support for the Technological Infrastructure Intern will be the Human Resources Coordinator, located on the third floor, room 311, in the University Community Center at Western University, and can be contacted at 519-661-2111 ext. 87585.