



University Students' Council of the University of Western Ontario  
*Student Programs Officer*  
**ASSOCIATE, CLUBS**

**EFFECTIVE:** 01/01/2017

**SUPERSEDES:** 01/01/2016

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**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**1.00 POSITION TITLE: ASSOCIATE, CLUBS**

**2.00 POSITION OVERVIEW:**

- (1) Under the direction of the Student Programs Officer, the Associate, Clubs oversees day-to-day activities of the Clubs system, including clubs governance, clubs training and clubs events. The Associate, Clubs leads the Clubs Support Committee in projects, which include Clubs Week, Club Town Halls and Clubs Gala.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Manage and support the Clubs Policy Coordinator, and Clubs Support Coordinator in their preparation and execution of projects during the year.
- (2) Act as a liaison between these Coordinators and the Student Programs Officer to ensure consistent visioning and communication.
- (3) Act as a resource to the clubs system as the chair of the Clubs Governance Committee; attend regular Committee meetings throughout the school year.
- (4) Consistently assess the needs of each portfolio they oversee and complete projects where needed as directed by the Student Programs Officer.
- (5) Act on behalf of the Student Programs Officer in issues related to clubs when deemed necessary by the Student Programs Officer.
- (6) Collaborates where necessary with all USC departments, but maintains strong relationships with the USC Compliance Department, USC Reservations, and USC Productions to achieve maximum efficacy. As such, act to ensure the “assembly line” of the clubs system is clear and calibrated. Where necessary, ensures proper approval process has been followed on all projects.
- (7) Adhere to USC bylaws, policies, and procedures.
- (8) Complete 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) Qualified candidates for this position must be an undergraduate student of Western University and will have aptitudes in the following areas:
  - a) *Project Management Skills:* identifies project needs, develops plans, mobilizes available resources, adapts to changing circumstances, sets priorities and manages time in order to effectively meet deadlines. Detail-oriented with a strong sense of follow-through. Approaches a complex task or problem by breaking it down into its component parts.
  - b) *Communication Skills:* Strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
  - c) *Adaptable and Resilient:* Integrates input and perspectives from multiple stakeholders. Flexible and able to accommodate or integrate last-minute adjustments. Maintains energy and commitment in the face of setbacks or change.
  - d) *Interpersonal Communication:* The Associate, Clubs 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.

**5.00 TIME COMMITMENT:**

- (1) Start date of **July 1<sup>st</sup>**, 2011. End date of **May 31**, 2018.
- (2) **July to August**
  - a. Hours of work will be 5 – 7 per week.
- (3) **August to April**
  - a. Hours of work will be 24 hours per week.
- (4) **May**
  - a. Hours of work will be 5 – 15 hours per week to assist with transition and final report.
- (5) The Associate, Clubs will be required to come back to London during select weekends to assist with planning prior to the academic year beginning. These dates will be communicated and agreed upon in advance.



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- (6) Attendance at regular (weekly or biweekly) meetings with the Student Programs Officer and the other Student Programs Officer Associates.

**6.00 TRAINING/SUPPORT:**

- (1) There will be a Health and Safety training seminar conducted at the beginning of the term of employment. This seminar is mandatory as all members of the USC must attend as stipulated in their employment contract.
- (2) There will be an Orientation Day conducted in August to familiarize the Associate with the USC operations, fellow Interns, Associates and Staff.
- (3) Throughout their term, the Associate, Clubs 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 Human Resources Department.

**7.00 LEARNING OUTCOMES:**

- (1) The Associate, Clubs will learn how to manage projects from start to finish, working with a variety of different stakeholders to creatively execute programming throughout the year.
- (2) The Associate, Clubs 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) If successful, the Associate, Clubs will help create and maintain a strong Clubs System that provides students with the opportunity to grow and develop.
- (2) They will also help foster a sense of engagement and involvement and contribute to the overarching sense of student development that exists within the Clubs System.

**9.00 EVALUATION:**

- (1) Associate will participate actively with their supervisors in conducting formative and summative performance assessments.
  - i. *Formative Assessment:* The Student Programs Officer will maintain an ongoing and open dialogue of informal feedback with the Associate, Clubs. 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



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goes both ways so as to allow the Associate, Clubs to obtain a meaningful experience while also informing the Student Programs Officers about specific learning and development goals they hope to achieve.

- ii. *Summative Assessment:* There will be two formal feedback surveys conducted throughout the Associate, Clubs tenure with the USC. 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 of the summative assessment is formally conducted by the Student Programs Officer to evaluate all strengths, any necessary improvements and communicate future projects with the Associate, Clubs. 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:**

- a) The Associate, Clubs reports directly to the Student Programs Officer.
- b) Secondary support for the Associate, Clubs will be provided by the Human Resources and Volunteer Resources Departments.