



University Students' Council of the University of Western Ontario  
*Position Description*  
**Recognition & Award Programs Coordinator**

**EFFECTIVE:** 01/01/16

**SUPERSEDES:**

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**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**1.00 POSITION TITLE: RECOGNITION & AWARD PROGRAMS COORDINATOR**

**2.00 POSITION OVERVIEW:**

- (1) The Recognition & Award Programs 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. The Recognition & Award Programs Coordinator also oversees all student recognition initiatives at the USC.

**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) Organize and execute all aspects of the USC Teaching Awards Program, in conjunction with the Teaching Awards Committee.
- (4) Organize and execute all aspects of the USC's Student Recognition Program, in conjunction with the Student Recognition Committee.
- (5) 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.
- (6) 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
- (7) Adhere to USC bylaws, policies and procedures.
- (8) 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.



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**4.00 QUALIFICATIONS:**

- (1) **Interpersonal Communication:** The Teaching Recognition & Award Programs 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 Recognition & Award Programs 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 Recognition & Award Programs 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 Recognition & Award Programs 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 Recognition & Award Programs Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

**6.00 TRAINING/SUPPORT:**

- (1) The Recognition & Award Programs Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President and the USC Volunteer Services Department.



## Recognition & Award Programs Coordinator

- (2) The Recognition & Award Programs 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 Recognition & Award Programs Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Services Department.

### **7.00 LEARNING OUTCOMES:**

- (1) The Recognition & Award Programs Coordinator will develop project planning and event management skills.
- (2) The Recognition & Award Programs 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 Recognition & Award Programs 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 Recognition & Award Programs 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 Recognition & Award Programs 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 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.



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**10.00 COMPENSATION**

- (1) The Recognition & Award Programs Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Recognition & Award Programs Coordinator must:
  - i. Remain within the position until January 1<sup>st</sup> 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 Recognition & Award Programs Coordinator must:
  - i. Remain within the position until April 30<sup>th</sup> 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: Associate Vice President
  - i. Executive oversight: Vice-President
- (2) Secondary support: Coordinator, Volunteer Services and Manager, Volunteer Services