University Students' Council – Position Description

Position Title: **Associate, Programming**
Supervisor: Student Programs Officer
Remuneration: $16/hour (maximum 439 hours /per entire term)
Hours of Work: vary throughout the year
Term: June 1st – April 30th

OVERVIEW:

Alongside the Student Programs Officer, the Associate, Programming will oversee the development and implementation of all event based programming. This includes the supervision and support of the Theatre Western, Charity, Early Outreach, Public Arts, Income Tax Clinic and EnviroWestern Coordinators. The Associate, Programming also acts as the main support for the Student Programs Officer when it comes to concerts, speakers or any other large scale event. The Associate, Programming works with a variety of stakeholders throughout the organization and constantly works in a team environment.

DUTIES AND RESPONSIBILITIES:

- Manage and support the Theatre Western, Charity, Early Outreach, Campus Events, Income Tax Clinic and EnviroWestern Coordinators in their preparation and execution of their events during the year.
- Assist the Student Programs Officer in the planning, execution and promotion of the Remembrance Day Ceremony, as well as the Purple Fest, Frost, and Finale events.
- Sit on and act as part of the of the PEG(Programming and Events Group) – The Associate, Programming will act as chair of the committee when needed
- Act as a liaison between these Coordinators and the Student Programs Officer to ensure consistent visioning and communication.
- Facilitate the budgeting and event proposal process with coordinators for every portfolio initiative for approval by the Student Programs Officer.
- Consistently assess the needs of each portfolio they oversee and complete projects where needed as directed by the Student Programs Officer.
- Under the direction of the Student Programs Officer, act to moderate and prioritize competing programming needs related to their portfolio within the USC.
- Act on behalf of the Student Programs Officer in issues related to their portfolio when deemed necessary by the Student Programs Officer.
- Collaborates where necessary with all USC departments, but maintains strong relationships with USC Productions, USC Reservations, and USC Volunteer Services to achieve maximum efficacy. As such, act to ensure the "assembly line" of their programming is clear and calibrated. Where necessary, ensures proper approval process has been followed on all projects.
- Adhere to USC bylaws, policies, and procedures. Complete a Final Report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

QUALIFICATIONS:

- All Associates must be an undergraduate student as defined by Western University during the school year they are in the Associate role.

- An Associate cannot be a USC Councillor during their term as an Associate.

KNOWLEDGE, SKILLS and ABILITIES:

- Team Leadership Skills: Associate, Programming position requires the ability to lead a team and ability to supervise other members of the USC.

- 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.

- Communication Skills: Strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.

- 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.

- Interpersonal Communication: The Associate, Programming 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.

- Proactivity: Anticipates future projects and seeks out information and resources needed to take initiative.

- A detailed knowledge of the USC is not necessary for this position.

- An understanding of campus culture, student interests and previous programming would be beneficial.

TRAINING:

- The **Associate, Programming** will be required to attend all USC-mandated training sessions for Associates, as determined by the Student Programs Officer and the USC Volunteer Services Department.

  The **Associate, Programming** will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.