



University Students' Council – Position Description

Position Title:	Hype Team Intern
Supervisor:	Promotions Manager
Remuneration:	\$16/ per hour
Hours of Work:	Maximum of 15 hours per week
Term:	June 2018- April 2019

OVERVIEW:

The USC Hype Team is a group dedicated to promoting the USC programming, initiatives, and involvement opportunities to students at large through various marketing and promotional campaigns. The Intern will be involved with initiating campaigns that foster student engagement as well as creating awareness for the USC by offering students an opportunity at large for feedback.

DUTIES AND RESPONSIBILITIES:

- (1) Work with the Promotions Manager as well as other USC Stakeholders to develop a plan for the year to align the Hype Team's structure with current USC priorities and to promote and advertise the team for the purpose of recruiting team members.
- (2) Select and oversee all Hype Team members. Execute effective promotional campaigns on behalf of the USC for various events and initiatives that align with Hype Team's five pillars.
- (3) Work with the Chief Returning Coordinator and the Elections Committee to design and implement a promotional campaign for USC elections.
- (4) Work in conjunction with the Promotions Manager on the training and skill development of the Hype Team members to ensure that each member has the proper training to speak to students effectively about each of the five pillars.
- (5) Work with various USC volunteers and staff members to execute USC Hype Team projects.

QUALIFICATIONS:

The qualified candidate must be an undergraduate student at Western University with a passion to learn about promotional ideas.

KNOWLEDGE, SKILLS and ABILITIES:

- (1) The USC Hype Team Intern position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders.
- (2) The USC Hype Team Intern will act as project manager for all the projects assigned to the Hype Team and therefore strong organizational and time management skills are paramount

to the success of promotional campaigns.

- (3) In leading the Hype Team the Intern should have effective group facilitation skills to ensure a positive and productive experience for all members.
- (4) The Hype Team Intern should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (5) Knowledge of the structure of the USC and its operations and services is an asset.

TRAINING:

The Hype Team Intern will be required to attend all USC-mandated training sessions for their position, as determined by the Manager of Promotions and the Promotions Department.

The Hype Team Intern will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.