



University Students' Council of the University of Western Ontario

Position Description

Student Services Committee Undergraduate Representative

EFFECTIVE: November 9th 2017

SUPERSEDES: NA

AUTHORITY: Council

RATIFIED BY: Council

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1.00 POSITION TITLE: STUDENT SERVICES COMMITTEE UNDERGRADUATE REPRESENTATIVE

2.00 POSITION OVERVIEW:

- (1) The Student Services Committee Undergraduate Representative is one of the 4 undergraduate's representatives that sit on the Student Services Committee (SSC) of the University. The other three representatives are the USC President and Vice President, and one other Undergraduate Representative. The mandate of the SSC is to review and approve the fee schedule for the Ancillary Units of the University¹ as outlined in [Provincial Legislation and University Policy](#).
- (2) The Role of the undergraduate representative is to represent the interest of Undergraduates as a voting member of the SSC.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Attend meetings of the SSC (Meetings are held on the second Tuesday of each month starting at 2pm.)
- (2) Prepare for meetings by reviewing the agenda package when it is released
- (3) Attend any SSC Training as called by the committee
- (4) If selected by the SSC, join a subcommittee to complete work and report back to the SSC.

4.00 QUALIFICATIONS:

- (1) Communication: as a representative on a committee the majority of work required is outlining Undergraduates position on issues verbally to a group of University Administrators and other Student Leaders. Ability to effectively communicate orally is important. As well gathering the insights of constituents is important to ensure an informed opinion.

¹ Campus Recreation, Intercollegiate Athletics, Thompson Recreation & Athletic Centre, Financial Aid Office, International Student Services, Indigenous Student Services, Services for Students with Disabilities, Student Development Centre, Student Success Centre, Student Health Services, Off Campus Housing and Mediation Services, and Western Foot Patrol.



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- (2) Financial Literacy: The majority of the work conducted by the committee is monetary in nature and requires someone with basic financial literacy.
- (3) General: Knowledge of the University and all levels of government is an asset.

5.00 TIME COMMITMENT:

- (1) This position requires varying time commitments:
 - i. 2-4 hours/week on average during the school year;
 - ii. Two meeting during the summer months that will occur during the work day for 2 hours.

6.00 REPORT TO:

- (1) USC Council