



University Students' Council – Position Description

Position Title:	Advocacy Research Intern
Supervisor:	Senior Manager, Advocacy and Government Services
Remuneration:	\$16/hour
Hours of Work:	Maximum of 15 hours per week
Term	June 2018 to May 2019
Application:	Please forward your resume and cover letter to applications@westernusc.ca by June 11 th at 4:30 pm

OVERVIEW:

An integral part of the USC's advocacy process is Research, both primary and secondary, to inform the opinions of student leaders when advocating to decision makers at the Federal, Municipal, or University level. The Advocacy Research Intern will conduct mostly secondary research on academic, broader learning environment, municipal, student financial aid, and others student facing issues. Most of this research will be used to inform our opinions that will be presented to decision makers. Communication of finding will be done in either written or oral form.

DUTIES AND RESPONSIBILITIES:

- The main responsibilities for the Advocacy Research Intern would be a combination of both issue identification, and policy research.
 - Issue identification can be described as primary or secondary research conducted to better understand what students want the USC to fix with decision makers.
 - Policy research is the process of gathering information, about a topic identified during the issue identification process, and developing an official stance that the USC will take on the topic identified.

QUALIFICATIONS:

- Must be a student at Western University
- Passion for Post Secondary Education Policy work is an asset

KNOWLEDGE, SKILLS and ABILITIES:

- Excellent primary and secondary research skills
- Excellent time management skills
- Excellent written and verbal communications skills
- Experience working with limited direction, specifically on self guided research
- Experience with survey creation
- Experience creating reports
- Knowledge of Western University Environment, and all levels of government

TRAINING:

The Advocacy Research Intern will be required to attend all USC-mandated training sessions for their

position, as determined by Senior Manager, Advocacy and Government Services and the Advocacy and Government Services Department.

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