



USC Communications Officer

MISSION STATEMENT

To enhance the educational experience and quality of life for undergraduates at Western University

VISION STATEMENT

Students have the power to change the world

Position Summary

Facilitate communication on behalf of the organization and develop a communications strategy that furthers the USC mandate and supports the political priorities of the Executive Body.

General Responsibilities

- Oversee USC public relations strategies.
- Manage communications while assisting in and supporting the political implementation of the platforms and policies of the Executive Body.
- Serve as the President and Executive's public liaison with internal and external stakeholders, at the discretion of the President.
- Ensure open lines of communication with students and support Council in their efforts to garner opinion and feedback.
- Act as a direct support to the President in periods of crisis management.
- Manage ongoing or developing issues relevant to the President and Executive Body.
- Coordinate media relations internally (The Gazette) and externally (Local Media Sources).

Qualifications

- *Project Management Skills:* Identifies project needs, develops plans, mobilizes resources, adapts to changing circumstances, sets priorities and manages time in order to meet deadlines. Detail-oriented with a strong sense of follow-through.
- *Communication Skills:* Strong written and verbal communication.
- *Team Facilitation:* provide consistent leadership and support to a project-based team.
- *Evaluative and Analytical:* Understands and appreciates the value of metrics.
- *Adaptable and Resilient:* Flexible and able to integrate last-minute adjustments.
- *Proactivity:* Anticipates, understands and strategizes around public relations needs instead of reacting to events and circumstance. Takes initiative to assist other areas in the USC with public education campaigns.
- *Exceptional Writing Skills:* Can write persuasively and employ rhetoric. Can use simple and succinct language to communicate complex ideas. Able to edit and paraphrase others' writing.
- *Systemic Thinking:* Thinks tactically and with foresight, identifying trends and priorities. Comfortable working in politically charged bureaucratic environments.
- *Research Skills:* Able to provide issue analysis and additional information as required to ensure best practices and up-to-date context.
- *Professionalism and Discretion:* Uses diplomacy and respect engaging with inquiries and concerns.
- Must be an undergraduate student at Western University.

Compensation

The annual salary for the Communications Officer is **\$40,298.40** based on a standard work week of 35 hours from June 1st, 2019 – May 31st, 2020. They will be compensated for 10 hours per week from April 1st, 2019 - April 30th, 2019 for a total of 40 hours based on their annual salary equal to **\$885.68** for the purposes of recruitment and interviews. This amount will be paid out in 2 payments on the USC's bi-monthly payroll schedule. They will also be compensated from May 1st, 2019 – May 31st, 2019 based on a standard work week of 35 hours and the annual salary above for the purposes of



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executive transition. In addition, the equivalent of one week's pay: **\$774.96** will be paid out upon submission of an executive final report at the end of the term.

The University Students' Council of the University of Western Ontario is an equal opportunity employer. The USC is committed to providing accommodations to those with disabilities. If you require an accommodation, we will work with you to meet your needs.

Please Note: Only successful candidates will be contacted for an interview(s).

First round of interviews will be taking place February 13th-15th, 2019. The first interview will consist of several behaviourally and situationally based questions related to the position. You will also be required to provide your schedule of availability upon receipt of the first interview.

Next, candidates that are successful from the first round will be asked to complete an assignment on February 25th. This assignment will test both general knowledge of the USC as well as the candidates communicational skills.

The final round of interviews will be taking place March 1st -March 6th, 2019. During this interview, candidates will be asked to present their portfolio that must demonstrate both a good understanding of the USC as well as initiatives for the year.

The Successful candidate will be selected by March 8th, 2019 and must be able to attend the AGM on March 10th, 2019.