



USC SECRETARY TREASURER

Purpose of the USC

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

Position Summary

Ensure effective management of the allocation of corporate resources and endeavours, as well as the good governance of the University Students' Council.

General Responsibilities

- Stewardship of the Annual Budget as a key strategic document for the organization, and provide regular updates and advice to Council regarding the financial position of the corporation.
- Explore and develop responsible sponsorship and fund development opportunities that are in line with the USC's Strategic Vision.
- In conjunction with the Chief Operating Officer and/or relevant Senior Manager, communicate directives of the Executive Council to operational managers.
- Provide an advisory and oversight role with regards to marketing of USC operations to ensure efforts are in line with the needs of students.
- Comprehensive oversight over management of corporate resources.
- Administer grants and clubs finances.
- Be responsible for the good governance of the organization, and that the By-Laws, Policies, and Procedures of the organization are followed correctly.
- Be a resource to students trying to understand and work within the organization's By-Laws, Policies and Procedures to accomplish the work of students.
- Oversee the clubs program, which will include policy, financial and general support

Qualifications

- Excellent interpersonal skills
- Strong verbal and written communication skills
- High-degree of professional maturity and discretion
- Experience working in a student organizational capacity
- Experience supervising or directing the work of others
- Experience with policy and procedures development and organizational governance, or equivalent skills
- Ability to interpret regulations and statutes
- Excellent time management skills
- Ability to manage multiple projects
- Basic knowledge of Microsoft Office (proficient in Microsoft Word, Excel, PowerPoint, and Outlook)
- Good and sound judgement, ability to think critically and analytically
- Strong public speaking skills
- Detail and task oriented
- Undergraduate student at Western University

Compensation

The annual salary for the Secretary Treasurer 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 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.



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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 financial knowledge as well as knowledge of the USC Finances (see projected budget as well as audited financials).

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 support 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.