



University Students' Council – Position Description

Position Title:	Associate, Provincial & Federal Affairs
Supervisor:	Vice-President
Remuneration:	\$16/hour (5-10 hours per week)
Hours of Work:	vary throughout the year
Term:	June 1 st – April 30 th

OVERVIEW:

Support the Vice-President in their mandate to represent the interests of all undergraduate students at Western University by conducting research; drafting, revising, and reviewing policy; assisting in the coordination of ongoing advocacy initiatives; and liaising with the USC's Advocacy Services Department. This role is focused on the work being done provincially and federally through the Ontario Undergraduate Student Alliance (OUSA) and Undergraduates of Canadian Research-Intensive Universities (UCRU). The priorities of this work includes, but is not limited to, student health and wellness, campus safety, academic supports, student finances and assistance, and campus career services.

DUTIES AND RESPONSIBILITIES:

- Support the President and Vice-President in managing relationships with key partners within Western University by maintaining correspondence, working collaboratively with community stakeholders, and attending meetings and/or functions in the Vice-President's stead, when necessary. This role will collaborate with stakeholders at the discretion of the Vice-President including, but is not limited to, OUSA Home Office, the Council of Ontario Universities (COU), the Canadian Mental Health Association (CMHA), other Canadian student governments, local Members of Parliament, and local Members of Provincial Parliament.
- Provide project and advocacy assistance and research support to the Vice-President.
- Act as a project manager for the Vice-President's Provincial/Federal Affairs portfolio,
- Facilitate the training for OUSA delegates each semester.
- Co-author one (1) OUSA policy paper.
- At the discretion of the Vice-President, prepare a budget submission to the provincial and federal government(s).
- Collaborate with USC and other partners to execute Get Out The Vote (GOTV) activities.
- Oversee and provide support to the Advocacy Taskforce.
- Support the President and Vice-President in preparing for OUSA and UCRU Advocacy Week(s).
- Work with the Senior Manager, Advocacy and Government Services, to research, develop, and enhance policy and advocacy initiatives.
- Serve as a member of the Advocacy Steering Committee, alongside the President, Vice-President, Communications Officer, Senior Manager, Advocacy and Government Services, Associate Municipal Affairs, and Associate University Affairs.
- Complete a final report at the end of the winter academic term (April), in compliance with the USC's Final Reports Procedure.
- Assist the Vice-President with other projects and duties as assigned.

QUALIFICATIONS:

- All Associates must be an undergraduate student as defined by Western University during the school year they are in the Associate role.
- An Associate cannot be a USC Councillor during their term as an Associate.

KNOWLEDGE, SKILLS and ABILITIES:

Qualified candidates for this position will have aptitudes in the following areas:

- Project Management Skills: identifies project needs, develops plans, mobilizes available resources, adapts to changing circumstances, sets priorities and manages time in order to effectively meet deadlines. Detail-oriented with a strong sense of follow-through. Approaches a complex task or problem by breaking it down into its component parts.
- Team Facilitation: provide consistent leadership and support to a project-based team. Motivates with purpose and leverages the diverse skills of a team to best complement their collective goals.
- Communications Skills: strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
- Evaluative and Analytical: understands and appreciates the value of metrics to measure success, and feels comfortable implementing an evidence-based approach to student government. Takes learning from each experience and uses critical thought to make adjustments for future endeavors. Gives constructive feedback to team members.
- Strategic Thinking: thinks tactically and with foresight to identify trends and priorities. Comfort working with long-term plans and in a politically charged, bureaucratic environment.
- Resource Management: ability to manage minimal resources in order to maximize their effectiveness. Ability to use foresight to appropriately allocate resources in accordance with need.
- Adaptability and Resiliency: comfortable working in a constantly fluctuating work environment. Integrates input and values perspectives from multiple stakeholders. Flexible and able to accommodate last-minute adjustments. Maintains energy and commitment in the face of setbacks or change.
- Research Skills: able to provide issue analysis and additional information as required to ensure best practices and up-to-date context. Can identify relevant information and subsequent implications from high volumes of material.
- Professionalism and Discretion: uses diplomacy and tact when engaging with individuals presenting inquiries or concerns. Can be trusted with sensitive information.

TRAINING:

- The Associate, Provincial and Federal Affairs will be required to attend all USC-mandated training sessions for Associates, as determined by the Vice-President and the USC Human Resources Department
- The Associate, Provincial and Federal Affairs will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- The Associate, Provincial and Federal Affairs will have the opportunity to participate in research & policy writing training, along with lobbying training, as facilitated by the Ontario Undergraduate Student Alliance (OUSA).