



## ***University Students' Council – Position Description***

<b>Position Title:</b>	Member, Student Feedback and Engagement Committee
<b>Supervisor:</b>	Liem Nguyen, Niya Mathew and Nico Waltenbury
<b>Remuneration:</b>	N/A (Volunteer)
<b>Hours of Work:</b>	1-2 hours per week
<b>Term:</b>	January 2020 - April 2020

**OVERVIEW:** The Student Feedback and Engagement Committee assists the Associate Student Feedback and Student Engagement Coordinator in their duties. Members can expect to participate in areas related to engaging more students with the USC, surveys, and focus groups. The committee is designed in part, to be a learning opportunity for students in areas related to feedback and engagement, along with helping members become more involved in the USC.

### **POSITIONS AVAILABLE:**

- (1) Student Engagement: This role is focusing on survey engagement.
  - (a) Brainstorming creative ways to garner survey engagement.
  - (b) Engaging with students to fill out surveys such as holding iPads in the UCC atrium.
  
- (2) Focus Group Facilitator: This role will work with coordinating and assisting with focus groups.
  - (a) Coordinating and organizing focus groups.
  - (b) Transcribing and note-taking at focus groups.
  - (c) Facilitating various focus groups as determined appropriate by the Associate, Student Feedback.
  
- (3) Survey Creation: This role is looking to write simple micro-surveys for the USC website.
  - (a) Assisting in revising feedback as deemed appropriate by the Associate, Student Feedback.
  - (b) Brainstorming and researching methods in improving survey creation.
  - (c) Writing simple and short feedback.

### **QUALIFICATIONS:**

- (1) Qualified candidates for this position must be an undergraduate student of Western University.
- (2) No experience needed, just enthusiasm and desire to learn more about areas related to survey creation, focus groups and/or engaging more students with the USC.
- (3) Qualified candidates however, should feel comfortable conducting and presenting research in both oral and written formats.

**TIME COMMITMENT:**

(1) Qualified candidates should be able to commit 1-2 hours per week.

**Contact:** If you have any questions or concerns related to the survey creation of focus group facilitation section, please send Liem Nguyen, Associate Student Feedback an email. If your concern relates to the engagement section, please send Niya Matthews, Student Engagement Coordinator an email.

Associate, Student Feedback, Liem Nguyen: [associate.studentfeedback@westernusc.ca](mailto:associate.studentfeedback@westernusc.ca)

Student Engagement Coordinator, Niya Mathew: [studentengagement@westernusc.ca](mailto:studentengagement@westernusc.ca)