USC VP STUDENT SUPPORT & PROGRAMMING

Purpose of the USC

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

Position Summary
Serving students in a variety of capacities, this position helps enhance the student experience by implementing educational programming, social events, and support services for students.

General Responsibilities
- Supervise and lead a team of coordinators and associates - coordinating and approving budgets, day-to-day logistical support, conflict management, community outreach, and professional development
- Work with the Senior Managers on the Programming and Events Group to plan and execute large scale events
- Working on projects with coordinators and associates through knowledge of current campus climate and student feedback
- Oversee and support the Orientation Program in collaboration with Western University
- Act as the Executive Director of the Peer Support Centre, managing it's high-level strategic operations and supporting the AVP Peer Support
- Support the advocacy efforts led by the Vice-President University Affairs and Vice-President External Affairs through leadership of the Peer Programs and other relevant coordinator

Qualifications
- Excellent interpersonal skills
- Strong verbal and written communication skills
- High-degree of professional maturity and discretion
- Experience working in a student organization
- 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 VP Student Support and Programming is $**42,937.00** based on a standard work week of 35 hours from June 1st, 2020 – May 21st, 2021. You will be compensated for 10 hours per week from March 23rd, 2020 - May 3rd, 2020 for a total of 60 hours. This amount will be paid out in 3 payments on the USC's bi-monthly payroll schedule and will be based on your annual salary of **$42,937.00.** You will also be compensated from May 4th, 2020 – May 31st, 2020 based on a standard work week of 35 hours and the annual salary above for the purposes of executive transition. In addition, upon successful submission of a final report, you would receive a one time final report payment of **$842.60**.

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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 11th-15th, 2020. 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.

Candidates that are successful from the first round will be asked to attend the final round of interviews which will be taking place February 28th -March 5th, 2020. 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 6th, 2020 and must be able to attend the AGM on March 8th, 2019.