



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

<b>Position Title:</b>	<b>Associate Vice President Programming</b>
<b>Supervisor:</b>	Vice President Student Support and Programming
<b>Remuneration:</b>	\$16/hour (5-10 hours per week)
<b>Hours of Work:</b>	vary throughout the year
<b>Term:</b>	June 1 <sup>st</sup> – April 30 <sup>th</sup>

### **OVERVIEW:**

The Associate Vice President Programming supports the development and implementation of all event-based programming in the programming portfolio. This includes supporting the Theatre Western, Charity, Early Outreach, Public Arts and EnviroWestern Coordinators and the Student Writer-in-Residence in their programming. The AVP Programming works with a variety of stakeholders throughout the organization and constantly works in a team environment.

### **DUTIES AND RESPONSIBILITIES:**

- Manage and support the Theatre Western, Charity, Early Outreach, and EnviroWestern Coordinators and the Student Writer-in-Residence in their preparation and execution of their events during the year.
- Act as a liaison between these Coordinators and the VP Student Support and Programming to ensure consistent visioning and communication.
- Assist the VP Student Support and Programming in the planning, execution and promotion of the Remembrance Day Ceremony.
- Assists and supports the VP Student Support and Programming and AVP Student Events in the planning and execution of large-scale events.
- Sit on and act as part of the PEG (Programming and Events Group).
- Facilitate the budgeting and event proposal process with program coordinators for every portfolio initiative for approval by the VP Student Support and Programming.
- Consistently assess the needs of their portfolio and complete projects where needed as directed by the VP Student Support and Programming.
- Attend weekly meetings with the VP Student Support and Programming.
- Under the direction of the VP Student Support and Programming, act to moderate and prioritize competing programming needs related to their portfolio within the USC.
- Collaborate where necessary with all USC departments, but maintains strong relationships with USC Productions, USC Reservations, and USC Volunteer Services to achieve maximum efficacy. As such, act to ensure the “assembly line” of their programming is clear and calibrated. Where necessary, ensures proper approval process has been followed on all projects.
- Adhere to USC bylaws, policies, and procedures. Complete a Final Report at the end of the winter academic term (April) in compliance with the USC’s Final Reports Procedure.

## **QUALIFICATIONS:**

- All AVPs must be an undergraduate student as defined by Western University during the school year they are in the AVP role.
- An AVP cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

## **KNOWLEDGE, SKILLS and ABILITIES:**

- **Team Leadership Skills:** The AVP Programming position requires the ability to lead a team and ability to supervise other members of the USC.
- **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.
- **Communication Skills:** Strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
- **Adaptable and Resilient:** Integrates input and perspectives from multiple stakeholders. Flexible and able to accommodate or integrate last-minute adjustments. Maintains energy and commitment in the face of setbacks or change.
- **Interpersonal Communication:** The AVP Programs position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- **Proactivity:** Anticipates future projects and seeks out information and resources needed to take initiative.
- A detailed knowledge of the USC is not necessary for this position.
- An understanding of campus culture, student interests and previous programming is an asset.

## **TRAINING:**

- The AVP Programming will be required to attend all USC-mandated training sessions for Associates, as determined by the VP Student Support and Programming and the USC Human Resources Department.
- The AVP Programming will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.