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USC COORDINATOR, INTERN AND ASSOCIATE PROGRAM

APPLY TODAY

Do you want to enhance the educational experience and quality of life for all undergraduates at Western University? If your answer is yes, you should join an organization that has made that its mission, and consider joining the USC Coordinator, Intern and Associate Program

UNIVERSITY STUDENTS' COUNCIL
USC
WESTERN UNIVERSITY

THE UNIVERSITY STUDENTS' COUNCIL

Coordinator, Intern and Associate Program

WHO WE ARE

The USC's vision is that students have the power to change the world. At our heart, is our mission, which is to enhance the educational experience and quality of life for all undergraduate students at Western University. We do this through our values, we are democratic, inclusive, student led, accountable and operate with integrity.

CONTACT US

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THE USC STRATEGIC PLAN

Areas of Focus - Student Support, Student Advocacy, Student Development and Opportunity, Student Engagement and Collaboration, and Student Life. These pillars allow the USC to focus on the mission, vision and values of the organization. Check it out at: https://westernusc.ca/wp-content/uploads/2014/06/Long-Term-Plan-2017-Dear-Students-web-version.pdf

GOALS OF USC OPERATIONS

We are a not for profit organization. Our goals are not traditional, and neither are our staffing models. As we are not profit driven, our goal is instead to provide the best options for students through some of the following ways:

01 **PROVIDING LOW COST OPTIONS**

02 **OFFERING ALTERNATIVE OPTIONS THAT ARE SOCIALLY CONCIOUS OR ENVIORNMENTALLY FRIENDLY**

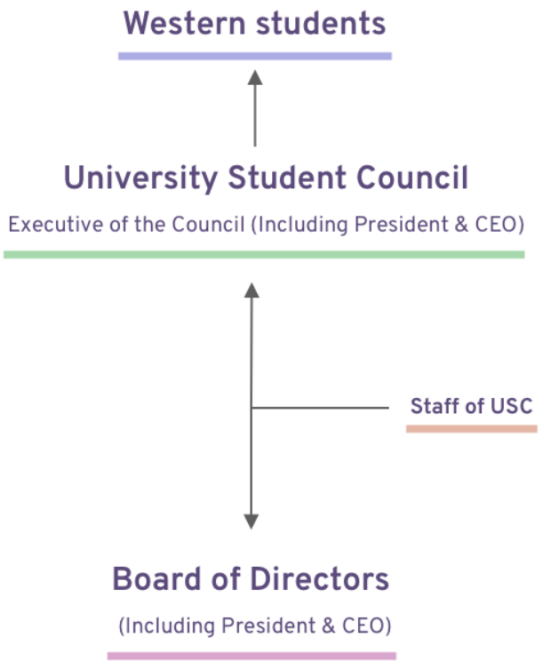
03 **EMPLOYMENT OPPORTUNITIES FOR STUDENTS**

04 **AFFORDABLE OPTIONS FOR STUDENT RUN EVENTS**

THE UNIVERSITY STUDENTS' COUNCIL

Coordinator, Intern and Associate Program

HOW DOES GOVERNANCE WORK AT THE USC?



THE MEMBERSHIP:

The undergraduate students of Western University make up the membership of the organization.

THE COUNCIL:

Similar to Members of Parliament at the federal level, Councillors are the USC's legislative body. Council is separate from the Student Executive but an equal partner in how the USC is run. They are an elected body of students to be representatives from across campus who meet monthly to review and inform the Executive Council ("The Exec") of issues, concerns and directives, and liaise with their respective constituency council. By Law #1 2.2.2 - The jurisdiction of Council shall be,
policies that relate to the democratic legitimacy granted to it through election to represent the interests of Western's undergraduate students. This shall include policies that establish the Terms of Reference, salaries and discipline and accountability of Executive Officers, and advocacy and student-interest policies and positions.

THE BOARD:

The Board of Directors oversees the corporate side of the USC organization. They have one employee, the Chief Operating Officer of the USC. They must maintain fiduciary responsibility and are in charge of vetting decisions to mitigate financial, reputational and legal risks.
By-Law #1 2.2.1 - The jurisdiction of the Board of Directors shall be,
policies that relate to the authority granted to it by the Act to supervise the management of the Corporation, with a focus on human resources, labour-management relations, internal controls, audit, legal and insurance, leases and contracts, purchasing and capital expenditures, banking and investment, physical plant and UCC space usage, any other general corporate policies and the Gazette.

STUDENT EXECUTIVE:

Provides direction and leadership to the organization. This group is counted on by the Organization to be the voice of students through action and representation.

USC POLICY MANUAL:

Includes all the laws, bylaws, policies and procedures which are the rules that govern the USC:
https://docs.google.com/document/d/e/2PACX-1vR9JXiA21AA8kkk7Y8zEd_Ioc4WASx6KAPypVurOsegistUvY2B_3evwoE8-rjDWrxR9az_dmTTnDZ1/pub

THE UNIVERSITY STUDENTS' COUNCIL

Board of Directors

USC EXECUTIVE 2021/2022

The USC Executive (consisting of the President, Vice President External Affairs, Vice President University Affairs, Vice President Governance and Finance, Vice President Communications and Public Affairs, and Vice President Student Support and Programming) lead the Executive Branch of the USC and are responsible for setting a vision for the given year and implementing the vision of Council. The Executive work with USC Staff, Associate Vice Presidents, Coordinators and Volunteers to run programs, plan events, lobby, and advocate on behalf of students. The Executive are the student representatives in both the day-to-day operations of the organization and the larger vision of the USC.

PRESIDENT:

The President is the spokesperson for the Western undergraduate student body. They consistently work to provide a more accessible, diverse, and enjoyable student experience for those attending Western and provide support to the other members of the Student Executive.

VP EXTERNAL AFFAIRS:

The Vice President External Affairs is your advocate to the decision-makers. They bring up the issues that students face on a day-to-day basis to all levels of government: municipally, provincially, and federally. The Vice President's team works on crafting evidence-based policy recommendations that work in the best interest for students, which the Vice President then advocates on, alongside the President, to enact change.

VP UNIVERSITY AFFAIRS:

The Vice President University Affairs shares much of the same responsibilities as the Vice President External Affairs, except her focus is on the way students interact with the University.

VP GOVERNANCE AND FINANCE:

The Vice President Governance and Finance is here to demystify the financial and corporate world of the USC and make sure you're well informed about the decisions being made. Their number one goal is transparency and they are constantly working to ensure all members of your Students' Council are acting in line with the USC's policies to serve the student population.

VP COMMUNICATIONS AND PUBLIC AFFAIRS:

In the growing digital world we live in, the Vice President Communications and Public Affairs ensures that the USC's message and initiatives are being heard loud and clear by all students on campus. They coordinate important public relations campaigns, interviews, and off-campus media coverage so that you're always in the know about what's going on at Western.

VP STUDENT SUPPORT AND PROGRAMMING:

The Vice President Student Support and Programming is responsible for managing all of the student-run services and programs that contribute to your Western experience. They are your resource for all things student engagement as they work to support and inspire all students taking on their own leadership positions in the community.

THE UNIVERSITY STUDENTS' COUNCIL

Coordinator, Intern and Associate Program

SO WHAT IS THE COORDINATOR, INTERN AND ASSOCIATE PROGRAM?

The Coordinator program has been an integral part of the USC for many years. It has provided students with meaningful volunteer experiences that complement the educational experience for Western University Students. The Intern and Associate program is much newer and is entering its eighth official year. The mission statement of this program is to provide a meaningful relationship between students, USC Executive, and USC Staff in order to promote mutual learning and experience. This program allows staff, the Executive and students to learn from one another to improve existing processes and give new perspectives, which will benefit the student body at large.

In total there are 25 Coordinators, 13 Associates and 12 Interns.

Interns work directly with and are supervised by USC full time staff members. Associates work directly with their Executive Member (supervisor). Coordinators work under an Executive Member (supervisor) but typically work more closely with Associates on a day to day basis.

CHECK OUT THE LIST OF POSITIONS WE WILL BE HIRING FOR THIS YEAR:

Associate Vice President Positions:

External Affairs:
(2)- AVP External Affairs

Communications and Public Affairs:
(1)- AVP Communications
(1)- AVP Public Affairs

University Affairs:
(1)- AVP Academics
(1)- AVP Student Experience

Governance and FInance
(1)- AVP Clubs
(1)- AVP Finance
(1)- AVP Governance

Student Support and Programming:
(1)- AVP Peer Programs
(1)- AVP Peer Support
(1)- AVP Programming
(1)- AVP Student Events

Intern Positions:

Advocacy and Government Services:
(1)- Advocacy Research Intern
(1)- Speaker of Council
(1)- Deputy Speaker of Council

Promotions:
(1) Photographer and Videographer Intern
(1) Social Media Intern
(1) Graphic Design Intern

Information Systems:
(1)- Web Development Intern
(1)- Student Feedback Intern

People and Development:
(1)- Human Resources Intern

Coordinator Positions:

President:
(1)- Head Ambassador

Communications and Public Affairs:
(2)- Brand Journalism Coordinators
(2)- Campaign Coordinators

University Affairs:
(1)- Recognition and Awards Program Coordinator
(1)- Student Appeals Support Coordinator

Governance and Finance:
(1)- Clubs Policy Coordinator
(1)- Clubs Support Coordinator
(1)- Grants Coordinator
(1)-Income Tax Coordinator

Student Support and Programming:
(1)- Health Promotions Coordinator
(1)- Allyship Network Coordinator
(1)- Charity Coordinator
(1)- Early Outreach Coordinator
(1)- EnviroWestern Coordinator
(1)- Ethnocultural Support Service Coordinator
(1)- Food Support Service Coordinator
(1)- Theatre Western Coordinator
(1)- Indigenous Relations Coordinator
(1)- Gender Equality Network Coordinator
(1)- International Student Support Coordinator
(1)- Public Arts Coordinator
(1)- Pride Western Coordinator
(1)- Accessibility Coordinator

THE UNIVERSITY STUDENTS' COUNCIL

Coordinator, Intern and Associate Program

JOIN THE COORDINATOR, INTERN AND ASSOCIATE PROGRAM TODAY!

Working with the USC has given me many opportunities to grow my skills and meet awesome people with diverse backgrounds! Despite everything being online, I highly appreciate the sense of community USC supports as a team and I am confident that there's a role that suits your interests!
-Arani Shanker, 2020/2021 Student Feedback Intern

This position has granted me with invaluable life experience where I was fortunate to have met and worked with numerous people from all walks of life which enabled me to take in new perspectives. This experience has also provided me with personal and professional self-growth, and encouraged me to pursue endeavours that would have normally been considered as out of my comfort zone. As a Deaf person, I believed I had a strong accessibility background and knowledge prior to being the Coordinator. However, this position has provided me with a deeper insight on how truly diverse and unique the disability spectrum is, and the fact that there is always something new and powerful to learn.Something that I did not fully realize or expect about working for the USC is how many different resources, services, and support they have to offer! They absolutely want to see you thrive and will work to support you as well as swiftly and positively address any concerns or feedbacks you may have. There are also so many different services within the USC that you can use to your advantage as a member when planning or executing various events/initiatives. Don't hesitate to ask!
-Emily Good, 2020/2021 Accessibility Coordinator

When I applied to the job over this online world, I didn't expect to be given such a perfect mix of opportunity and support. At the beginning of the year, the USC had plans to support us through distanced office space and room bookings - obviously not applicable during lockdown, but it showed how much the USC wants to support us. At the same time, I have been given a lot of opportunity to turn the role into my own, while also having many resources to turn to when I have questions or want help.
-Atticus Lyon, 2020/2021 Clubs Policy Coordinator