



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

<b>Position Title:</b>	<b>Orientation Staff - Finance Orientation Commissioner</b>
<b>Supervisor:</b>	Vice President Student Support and Programming
<b>Remuneration:</b>	Salary
<b>Hours of Work:</b>	vary throughout the year (see time commitment section)
<b>Term:</b>	March, 2020 – December 31, 2021

### **OVERVIEW:**

The Finance Orientation Commissioner is responsible for taking part in the planning and execution of the Orientation Program in collaboration with the Vice President Student Support and Programming, Orientation Coordinator, Orientation Staff, and other key stakeholders. The Finance Orientation Commissioner will be responsible for the management of the USC's OPASS Fee, managing the Orientation Week Budget and the purchasing of all Orientation Week related goods including soph uniforms. The Finance Orientation Commissioner will also act as a resource to Soph teams for finance, budgeting, and manage all purchasing for Orientation Week.

### **DUTIES AND RESPONSIBILITIES:**

#### **The Finance Orientation Commissioner will:**

- Complete projects related to the Orientation Program assigned by the Vice President Student Support and Programming and Orientation Coordinator;
- Assist in providing oversight for the financial spending and planning processes of different aspects of the program;
- Work with the Vice President Governance and Finance and Vice President Student Support and Programming to create the annual Orientation Program Budget in consultation with internal and external stakeholders;
- Facilitates the USC Soph Subsidy;
- Aids in overseeing the Orientation Program's organizational governance and policies;
- Work alongside the USC Events department to ensure that the events within the Orientation program are logistically sound;
- Work alongside the Vice President Student Support and Programming, Orientation Coordinator, Orientation Staff, and USC Senior Managers to design, plan and execute events prior to, during and following Orientation Week;
- Collaborate with Orientation Staff as needed in organizing, and executing all Soph Training Sessions;
- Work collaboratively with the Orientation Coordinator on projects when directed by the Vice President Student Support and Programming;

- Facilitate the budgeting process with approved faculty soph teams. Provide assistance where needed;
- Research Orientation Programs at other Universities to provide information for the betterment of Western's Orientation Program;
- Act on behalf of the Vice President Student Support and Programming in issues related to the portfolio when deemed necessary by the Vice President Student Support and Programming;
- Consulting where necessary with all USC departments to ensure proper approval process has been followed on all projects;
- Adhere to all relevant bylaws, policies, and procedures;
- Complete a final report at the end of the contract term in compliance with the USC's Final Reports Procedure.

## QUALIFICATIONS:

(1) Qualified candidates will have aptitudes in the following areas:

- a) *Previous experience and understanding:* Previous experience as a leader in the Orientation Program is a requirement of the role. Previous experience in budgeting and finance is also an asset. An in-depth understanding of the USC, Campus Stakeholders, and Orientation program as a whole is an asset but not a requirement.
- b) *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.
- c) *Communication Skills:* Strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
- d) *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.
- e) *Interpersonal Communication:* The Finance Officer 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.

(2) The Finance Orientation Commissioner cannot hold another USC paid position, USC Councillor position, Director position on the USC Board of Directors or another role in the Orientation Program.

(3) The Finance Orientation Commissioner must be an undergraduate student as defined by Western University during the school year you apply for the Finance Orientation Commissioner role and throughout the duration of holding this role.

### **TIME COMMITMENT:**

1. Start date of March 1, 2021. End date of December 31, 2021.
2. **March and April:** Hours of work will be 10 hours per week

**May to September:** Hours of work will be 35 per week.

**Orientation Week:** Up to 60 hours per week (As per Ministry of Labour excess hours agreement)

**October to December:** Hours of work will be 10 hours per week

### **REMUNERATION:**

The Finance Orientation Commissioner will receive a salary of \$15,000 over the term of the contract based on the hours as outlined in the TIME COMMITMENT section above.

### **TRAINING/SUPPORT:**

1. There will be a Health and Safety training seminar conducted at the beginning of the term of employment. This seminar is mandatory as all members of the USC must attend.
2. Throughout their term, the Finance Orientation Commissioner will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops, and experiential learning facilitated by the Human Resources Department.

### **LEARNING OUTCOMES:**

1. The Finance Orientation Commissioner will learn how to manage a project from start to finish, working with a variety of different stakeholders to creatively execute programming throughout the year.
2. The Finance Orientation Commissioner will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing others.

## **COMMUNITY IMPACT:**

1. If successful, the Finance Orientation Commissioner will contribute to a positive transition for all first year students to Western University.
2. The Finance Orientation Commissioner will also help foster a sense of engagement and involvement, and contribute to the overarching sense of student development that exists at the USC.

## **EVALUATION:**

- 1) The Finance Orientation Commissioner will participate actively with their supervisors in conducting formative and summative performance assessments.
  - a. *Formative Assessment:* Vice President Student Support and Programming will maintain an ongoing and open dialogue of informal feedback with the Finance Orientation Commissioner. This informal process of feedback will be completed on-the-job and will aid in identifying learning needs for successful task completion. This will allow for instructional guidance in learning a new skill and being able to execute assigned tasks and projects successfully. This type of feedback goes both ways so as to allow the Finance Orientation Commissioner to obtain a meaningful experience while also informing the Vice President Student Support and Programming about specific learning and development goals they hope to achieve.
  - b. *Summative Assessment:* There will be two formal feedback surveys conducted throughout the Finance Orientation Commissioner tenure with the USC. These surveys are to provide the Finance Orientation Commissioner with the ability to articulate their experiences so far and to evaluate their program to identify any learning opportunities they would like to participate in. The second aspect of the summative assessment is formally conducted by the Vice President Student Support and Programming to evaluate all strengths, any necessary improvements and communicate future projects with the Finance Orientation Commissioner. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate the overall job performance.

## **SUPERVISION:**

- a) The Finance Orientation Commissioner will report to the Orientation Coordinator for day to day supervision. The Vice President Student Support and Programming oversees the entire Orientation Staff.
- b) Secondary support for the Finance Orientation Commissioner will be provided by the USC's Human Resources Department.