



University Students' Council – Position Description

Position Title:	Orientation Staff - Finance Orientation Commissioner
Supervisor:	Vice President Student Support & Programming
Remuneration:	Salary
Hours of Work:	Vary throughout the year (see time commitment section)
Term:	February 1, 2022 – November 30, 2022

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 & Programming; Orientation Coordinator; Orientation Staff; the USC Finance Department and other full-time staff; and other key stakeholders. The Finance Orientation Commissioner will be responsible for the management of the USC's OPASS Fee; soph and first year subsidies; the Orientation Week Budget; all Orientation Week-related purchases including soph uniforms, merchandise, and more. 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:

- Establish and maintain a positive rapport with the VP Student Support & Programming, broader USC Executive, Orientation Staff, USC full-time staff members, Head Sophs, and other University stakeholders.
- Take direction from the Vice President Student Support & Programming and Orientation Coordinator to develop the trajectory of Orientation Week with an emphasis on equity, diversity, and inclusion.
- Complete projects related to the Orientation Program assigned by the Vice President Student Support & Programming and Orientation Coordinator.
- Assist in providing oversight for the financial spending and planning processes of different aspects of the program.
- Collaborate with the Vice President Student Support & Programming, Vice President Governance & Finance, and the USC Finance Department to create the annual Orientation Program Budget in consultation with internal and external stakeholders.
- Develop and Implement the USC Soph Subsidy and the USC First Year Subsidy in partnership with the VP Student Support & Programming, VP Governance and Finance, Orientation Coordinator, and Orientation Administrative Intern to distribute funding for these subsidies.
- Aid the Vice President Governance and Finance in overseeing the Orientation Program's organizational governance and policies.

- Work alongside the USC Productions Manager and Orientation Programming Intern to ensure that the events within the Orientation program are logistically sound.
- Work collaboratively with the Orientation Coordinator on projects when directed by the Vice President Student Support & Programming on projects related to: access passes; walkie talkies; leadership soph team gifts; OStaff uniforms; sponsorship content; OKit stuffing logistics and distribution; and more.
- Support the budgeting process with approved faculty soph teams and provide assistance where needed.
- Issue reimbursements during and after Orientation Week for Orientation Staff, Soph teams, and other Orientation stakeholders.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Support & Programming.
- Sit on working groups and committees at the request of the VP Student Support & Programming.
- Consult with all USC departments when necessary to ensure the 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:

- Previous experience as a leader in the Orientation Program is strongly encouraged.
- Previous experience in budgeting and finance is considered an asset.
- A strong understanding of the USC, Campus Stakeholders, the Orientation program, as well as campus culture and first year student interest is considered an asset.
- Strong communication and organizational skills are considered an asset.
- All commissioners must be an undergraduate or professional student as defined by Western University while they are in the commissioner role.
- A commissioner cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.
- Asks for help with projects and tasks as needed.

TIME COMMITMENT:

1. Start date of February 1, 2022. End date of November 30, 2022.
2. **February 1 - April 30:** 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 and November: Hours of work will be 5 hours per week

REMUNERATION:

The Finance Orientation Commissioner will receive a salary of \$15,700 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 USC's People and Development Department.

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:

The Vice President Student Support & 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 & Programming about specific learning and development goals they hope to achieve.

SUPERVISION:

1. The Finance Orientation Commissioner will report to the Orientation Coordinator for day to day supervision. The Vice President Student Support & Programming oversees the entire Orientation Staff.
2. Secondary support for the Finance Orientation Commissioner will be provided by the USC's People and Development Department.