



University Students' Council – Position Description

Position Title:	Associate Vice President Peer Programs
Supervisor:	Vice President Student Support & Programming
Remuneration:	\$17/hour (5-10 hours per week)
Hours of Work:	Vary throughout the year
Term:	June 1 st – April 30 th

OVERVIEW:

The AVP Peer Programs is expected to provide support to the Peer Programs files and their Coordinators. This role supports the Vice President Student Support & Programming with larger, multi-service projects and the promotion of the Peer Programs on campus. The AVP Peer Programs utilizes an intersectional lens when providing programming support, and prioritizes equity, diversity, inclusion, and anti-oppression when working with marginalized communities on campus in affiliation with the VP Student Support & Programming and Peer Programs Coordinators.

DUTIES AND RESPONSIBILITIES:

- Work with and support the Accessibility Coordinator,, Ethnocultural Support Services Coordinator, Pride USC Coordinator, Indigenous Students Connection Coordinator, International Student Support Coordinator and Gender Equality Network Coordinator in the planning and execution of the events, campaigns, and initiatives of the USC Peer Programs portfolio with a continued focus on equity, diversity, and inclusion.
- Organize, plan and execute programming for an Intersectionality event with all of their coordinators once per academic year.
- Provide programming and project assistance to the Vice President Student Support & Programming, when requested.
- Provide administrative and resource support to the Peer Programs Coordinators.
- Facilitate the budgeting and event proposal process with Coordinators for every portfolio initiative, for approval by the Vice President Student Support & Programming.
- Attend weekly meetings with the Vice President Student Support & Programming.
- Conduct meetings twice a month with Peer Program Coordinators.
- Adhere to USC bylaws, policies and procedures.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Support & Programming.
- Asks for help with projects and tasks as needed.
- Complete a Final Report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.
- Consult and support the work of the Peer Support Network, specifically the Peer Programs volunteers.
- Sit on working groups and committees at the request of the VP Student Support & Programming.

QUALIFICATIONS:

- All AVP's must be an undergraduate or professional 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:

- **General:** Qualified candidates for this position should have a familiarity with the political and organizational structure of the USC and an understanding of its services and operations. Candidates are encouraged to research the organization and become involved in at least one Peer Program prior to applying.
- **Interpersonal Communication:** The AVP Peer Programs 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
- **Project Management:** The AVP Peer Programs will act as project manager for all the projects incumbent upon the Peer Programs Coordinators to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The AVP Peer Programs should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem-solving in the role.
- It is necessary for the AVP Peer Programs to have an understanding and willingness to learn about social justice, equity, diversity, and inclusion on campus and within the community, and have a general understanding of campus and community resources.

TRAINING:

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