University Students' Council – Position Description

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

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 USC, Charity, Early Outreach, Public Arts and Enviro USC Coordinators. The AVP Programming works with a variety of stakeholders throughout the USC and constantly works in a team environment.

DUTIES AND RESPONSIBILITIES:

- Manage and support the Theatre USC, Charity, Early Outreach, and Enviro USC Coordinators in their preparation and execution of their events during the year with a continued focus on equity, diversity, and inclusion.
- Act as a liaison between these Coordinators and the VP Student Support & Programming to ensure consistent visioning and communication.
- Assist the VP Student Support & Programming in the planning, execution and promotion of the Remembrance Day Ceremony.
- Assists and supports the VP Student Support & 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 & Programming.
- Consistently assess the needs of their portfolio and complete projects where needed as directed by the VP Student Support & Programming.
- Attend weekly meetings with the VP Student Support & Programming.
- Under the direction of the VP Student Support & Programming, act to moderate and prioritize competing programming needs related to their portfolio within the USC.
- Collaborate where necessary with all USC departments, and maintain strong relationships with USC Productions, USC Reservations, and People & Development to achieve maximum efficacy.
- 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.

QUALIFICATIONS:

- All AVPs 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.

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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 Programming 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 an asset.

- 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.