



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

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

### **OVERVIEW:**

The AVP Student Events is expected to support the Vice President Student Support & Programming in the development and implementation of all event-based programming in the portfolio. This includes brainstorming event ideas based on student feedback, budgeting, and organizing event logistics. The AVP Student Events works with a variety of stakeholders throughout the organization and on campus, and constantly works in a team environment.

### **DUTIES AND RESPONSIBILITIES:**

- Assist the Vice President Student Support & Programming in brainstorming, planning, and execution of large-scale USC events with a continued focus on equity, diversity, and inclusion.
- Assist the Vice President Student Support & Programming in the creation of event budgets and financial logistics.
- Facilitate collaboration between different campus groups and the USC in large-scale events.
- Sit on and act as part of the Programming and Events Group (PEG).
- Sit on and act as part of the Student Engagement Committee.
- Complete projects where needed as directed by the Vice President Student Support & Programming.
- Attend weekly meetings with the Vice President Student Support & Programming.
- Under the direction of the Vice President Student Support & Programming, act to moderate and prioritize competing programming needs related to their portfolio within the USC.
- Collaborate as a team member and support the other members of the Vice President Student Support & Programming portfolio in their event-planning.
- Provide direct support to the Team USC Coordinator to organize and implement USC events, as well as manage outreach for these events.
- Collaborate when necessary with all USC departments, maintaining strong relationships with USC Productions, USC Reservations, and USC Volunteer Services to achieve maximum efficiency. Where necessary, ensure the proper approval process has been followed on all projects.
- 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.

## **KNOWLEDGE, SKILLS and ABILITIES:**

- **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.
- **Budgeting:** Strong budgeting and financial literacy skills are an asset.
- **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 Student Events 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 not necessary for this position.
- An understanding of campus culture, student interests and previous programming is an asset.

## **TRAINING:**

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