



University Students' Council – Position Description

Position Title:	Associate Vice President Wellness Equity
Supervisor:	Vice President University Affairs
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 Wellness Equity is expected to manage and maintain the USC Wellness Hub, including all its programs, services and operations, not limited to: volunteer management; public education programming and advocacy; and space management. They will oversee all logistical aspects of the Wellness Hub and work alongside other campus and community stakeholders in the program. Within the Wellness Hub portfolio, the AVP Wellness Equity will manage the USC Community Pantry, USC Sexual Wellness Services, USC Upcycle Centre, and their respective Coordinators. In addition, the AVP Wellness Equity will oversee the Wellness Hub Administrative Coordinator. Finally, the AVP Wellness Equity will assist the Vice President University Affairs in the implementation of intersectional, equity-focused programming and advocacy projects for the student body.

DUTIES AND RESPONSIBILITIES:

- Oversee the Community Pantry, Sexual Wellness Services, Upcycle Centre, Wellness Hub Administration Coordinator, and their respective events, services, and initiatives.
- Lead the Community Pantry, Sexual Wellness Services, Upcycle Centre volunteer teams and create opportunities for their involvement in the Wellness Hub's operations. The volunteers should have an active role not only in assisting students that drop into these spaces, but additionally in providing programming and awareness to the greater campus community.
- With the support of a leadership team, design and implement promotional and advocacy campaigns, programs, and initiatives to generate awareness of Wellness Hub space usage policies, resources, and programming with a focus on equity, diversity, and inclusion.
- Recruit, schedule and manage the day-to-day operations of the Community Pantry, Sexual Wellness Services, and Upcycle Centre volunteers with the support of the Wellness Hub Administrative Coordinator.
- Co-chair, alongside the AVP Student Experience, the University Affairs Portfolio's biweekly Mental Health Roundtable meeting to support student stakeholders with mental health advocacy efforts.
- Organize and implement comprehensive training programs for Community Pantry, Sexual Wellness Services, and Upcycle Centre volunteers in collaboration with the Wellness Hub Administrative Coordinator and USC VP University Affairs, using the Peer Support Strategic Report as a reference guide throughout the process (produced by the VP Student Support and Programming).
- Design and implement at least two promotional initiatives related to wellness per semester with the support of the VP Student Support and Programming.

- Develop and maintain content for the Wellness Hub on the appropriate USC-affiliated web pages.
- Consult with the VP University Affairs and broader USC Executive to determine annual research priorities; identify research best practices; and create a research strategy prior to the execution of the research and consultation phases.
- Oversee and submit the Wellness Hub operating budget to the Vice President University Affairs every semester.
- Attend weekly meetings with the Vice President University Affairs.
- Attend biweekly meetings of the Wellness Steering Committee.
- Adhere to USC bylaws, policies and procedures.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP University Affairs.
- 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.
- Sit on working groups and committees at the request of the VP University Affairs.

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:

- **General:** It is preferred that applicants have prior knowledge, background or experience with the USC Wellness Hub. Qualified candidates for this position will have a familiarity with the political and organizational structure of the Wellness Hub/USC and an understanding of its services and operations.
- **Interpersonal Communication:** The AVP Wellness Equity 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.
- **Project Management:** The AVP Wellness Equity will act as project manager for all the projects incumbent upon the Wellness Hub Coordinators and volunteers to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The AVP Wellness Equity should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem-solving in the role.

- Time Management: The AVP Wellness Equity should have the ability to successfully balance and manage the scope of responsibilities with competing external commitments, including academics.
- Compassionate Demeanor: The AVP Wellness Equity should be open-minded, supportive and empathetic.
- Background Knowledge: The AVP Wellness Equity should have an understanding and a willingness to learn about campus and community resources, and have a general understanding about student issues related to LGBTQIA & 2S+ students, gender-based issues, mental health and addiction, cultural competency, etc.

TRAINING:

- The AVP Wellness Equity will be required to attend all USC-mandated training sessions for Associates, as determined by the VP University Affairs and the USC People and Development.
- The AVP Wellness Equity will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- The AVP Wellness Equity must complete Women and Gender Equality Canada's Gender-Based Analysis Plus.