



University Students' Council – Position Description

Position Title:	Advocacy Research Intern
Supervisor:	Manager, Government and Elections
Remuneration:	\$40,203.00 + Benefits and Vacation
Hours of Work:	Full time position, 35 hours per week
Term	June 2022-April 2023

POSITION OVERVIEW:

An integral part of the USC's advocacy process is research, both primary and secondary, to inform the opinions of student leaders when advocating to decision makers at the Federal, Municipal, or University jurisdictions. The Advocacy Research Intern will conduct secondary research on academics, broader learning environments, student financial aid, and other student facing issues. Most of this research will be used to inform opinions that will be presented to decision makers. Communication of findings will be done in either written or oral form.

DUTIES AND RESPONSIBILITIES:

- The main responsibilities for the Advocacy Research Intern are a combination of both issue identification, policy research, and policy writing
 - Issue identification is secondary research conducted to better understand what students want the USC to address with decision makers.
 - Policy Research will focus on the development of research briefs that outline an emerging or established issue facing the USC's members. As well, the intern will create environmental scans that outline what other organisation and student groups are doing in response to issues discovered in research briefs. The Intern will assist in preparing reports after an Environmental Scan has been completed and best practices have been collected.. These reports will be shared with the USC Executives who will determine the recommendations the organization will further examine for feasibility.
 - The intern will likely also be responsible for developing a policy paper that clearly outlines the recommendations, as passed by council, for review by external decision makers.
- The Advocacy Research Intern may be responsible for research briefs, environmental scans and policy papers for a working group or standing committee of the USC's Students' Council.
- Duties as assigned.

QUALIFICATIONS:

- Must be a graduating student at Western University or be willing to take a full year off of school

- An Intern cannot hold another USC paid position, USC Councilor position, or Director position on the USC Board of Directors.
- Passion for Post Secondary Education Policy is an asset

KNOWLEDGE, SKILLS and ABILITIES:

- Excellent secondary research skills
- Excellent time management skills
- Excellent written and verbal communications skills with a specific focus on synthesizing information for review by executives
- Experience working on self-guided research projects
- Experience creating reports and other documents that clearly and quickly communicate research findings
- Knowledge of USC Council, Western University, and all levels of government is preferred

TRAINING:

The Advocacy Research Intern will be required to attend all USC-mandated training sessions for their position, as determined by Manager, Government and Elections and the Advocacy and Government Services Department.

The Advocacy Research Intern will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

Additional Information:

Please note that the Intern positions are now full time roles with an 11 month contract from June-April. These roles will be filled by graduating students of Western University in an undergraduate or professional degree program, or those from the same programs that are willing to take a year off of school. The hours of work are 8:30-4:30 pm from Monday to Friday, however these hours are subject to change due to fluctuating operating hours. During peak periods, the hours of work may be adjusted to accommodate increased workload. Occasional overtime may be required.

The USC is operating fully in person, and thus the successful candidates must be able to work on campus. These positions will receive benefits, vacation and professional development opportunities.