



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

<b>Position Title:</b>	<b>Early Outreach Coordinator</b>
<b>Supervisor:</b>	Vice President Student Support & Programming
<b>Remuneration:</b>	Honoraria \$3000
<b>Hours of Work:</b>	5-8 hours per week average, 10-15 hours during peak time
<b>Term:</b>	August 1 <sup>st</sup> – May 31 <sup>st</sup>

### **OVERVIEW:**

The Early Outreach Coordinator shall promote post-secondary opportunities to youth in the London community to help them discover their passions and abilities. In this role, you will act as the Program Director for the USC's Early Outreach Leadership Conference -- a weekend-long conference on both the Western and Fanshawe campuses aimed at students for whom structural barriers may make post-secondary education inaccessible. You will establish professional relationships with campus and community partners; assist in the selection and training of student volunteers; and execute all programming and initiatives.

### **DUTIES AND RESPONSIBILITIES:**

- Coordinate the annual *USC Early Outreach Leadership Conference*. Work with relevant USC departments to design, plan and execute all contractual bookings, endorsements, events, caterings and transportation agreements.
- Responsible for securing funds and sponsorships for the *USC Early Outreach Leadership Conference*, when deemed appropriate by the VP Student Support & Programming.
- Responsible for the creation and implementation of new early outreach initiatives. The Coordinator must adhere to the Ontario Undergraduate Students' Alliance Policy on Early Outreach when developing these initiatives.
- Establish partnerships with Western campus and London community constituents, including but not limited to, Center for New Students, Office of the Registrar, YMCA of London, the Thames Valley District School Board, the Elgin Middlesex Oxford Local Training Board, the London Economic Development Corporation, the London Chamber of Commerce as well as the City of London. Maintain cordial relationships with all community stakeholders.
- Act as Chair and oversee the selection of the Early Outreach leadership team in consultation with the AVP Programming.
- Coordinate the recruitment, selection and training of all Early Outreach Conference volunteers, in consultation with the AVP Programming.
- Contribute to the budgeting and event proposal process with the AVP Peer Programs for all portfolio initiatives.

- Maintain an active working relationship with the VP Student Support & Programming and AVP Programming.
- Adhere to USC bylaws, policies and procedures.
- Asks for help with projects and tasks where needed
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Support & Programming.
- Complete an interim and final report in compliance with the USC's Final Reports Procedure.
- All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.
- Sit on working groups and committees at the request of the VP Student Support & Programming.

## **QUALIFICATIONS:**

- All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

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

- **Interpersonal Communication:** The Early Outreach Coordinator 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 Early Outreach Coordinator will act as project manager for all the projects incumbent upon the leadership team to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Early Outreach Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In leading the leadership team, the Early Outreach Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.

- Public Speaking: The Early Outreach Coordinator should be a dynamic and engaging presenter and have excellent verbal communication skills.

## **TRAINING:**

- The Early Outreach Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the VP Student Support and Programming and the USC Human Resources Department.
- The Early Outreach Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.