University Students’ Council – Position Description

Position Title: Peer Support Administrative Coordinator
Supervisor: Vice President Student Support & Programming
Remuneration: Honoraria $3000
Hours of Work: 5-8 hours per week average, 10-15 hours during peak time
Term: June 1st – April 30th

OVERVIEW:
The Peer Support Administrative Coordinator is expected to assist the AVP Peer Support with: Peer Support and Peer Programs volunteer management; administrative tasks related to the Peer Support and Peer Programs volunteer schedules; space bookings; volunteer event attendance; physical space management; and more as determined by the VP Student Support & Programming and AVP Peer Support. In this role, the Coordinator is expected to build a working relationship with volunteers and provide them with support on an as-need basis. They will also work to increase usage through feedback forms, data, and creative engagement with the space.

DUTIES AND RESPONSIBILITIES:

- Create and manage volunteer schedules.

- Schedule mentorship; CMHA After-Hours Counselling; programming, and after-hours space bookings, and hold volunteers accountable for attendance.

- Assist the AVP Peer Support in administrative tasks associated with training.

- Provide support to volunteers on a day-to-day basis through the provision of support and resources; answering questions; and consulting the AVP Peer Support as needed.

- Consult with the VP Student Support & Programming and broader USC Executive to outline areas for growth as a program; determine annual research priorities; identify research best practices; and create a research strategy prior to the execution of the research and consultation phases.

- Manage the Centre by: ensuring that the resource library is fully stocked; implementing new, intersectional, and engaging wellness initiatives for the student body; maintaining a space tidy and functional space; and prioritizing a continued focus on equity, diversity, and inclusion.

- Provide programming assistance and administrative support to any member of the USC who wishes to utilize the PSC space for programming.

- Adhere to USC bylaws, policies and procedures.

- 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.
• Asks for help with projects and tasks where needed.
• 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:**

• General: It is preferred that applicants have prior knowledge, background or experience with the Peer Support Centre. Qualified candidates for this position will have a familiarity with the political and organizational structure of the PSC/USC and an understanding of its services and operations.

• Interpersonal Communication: The Peer Support Administrative 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.

• Administrative Skills: The Peer Support Administrative Coordinator will act as a volunteer and project manager for the Peer Support Centre. Logistically, this means that the Coordinator will be responsible for filling schedules for the Centre, and Help Desk. They will also manage any after-hours programming in the Peer Support Centre including discussion groups, events, etc.

• Project Management: The Peer Support Administrative Coordinator will support any initiatives that the AVP Peer Support takes on throughout the year. The Peer Support Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.

• Time Management: The Peer Support Administrative Coordinator should have the ability to successfully balance and manage the scope of responsibilities with competing external
commitments, including academics.

- Compassionate Demeanour: The Peer Support Administrative Coordinator should be open minded, supportive and empathetic.

**TRAINING:**

- The Peer Support Administrative Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Student Support & Programming and the USC Human Resources Department.

- The Peer Support Administrative Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.