University Students’ Council – Position Description

Position Title: Student Development Coordinator
Supervisor: Vice-President University Affairs
Remuneration: Honoraria $3000
Hours of Work: 5-8 hours per week average, 10-15 hours during peak time
Term: August 2\textsuperscript{nd} – April 30\textsuperscript{th}

OVERVIEW:
As the Student Development Coordinator, you will oversee the USC Student Development Network and work towards providing students with programming and opportunities promoting professional development; civic engagement; and political education.

DUTIES AND RESPONSIBILITIES:

- Operate and run the Student Development Network.
- Oversee the Student Development Network budget.
- Select and oversee the Student Development Network team in consultation with the AVP, Student Experience.
- Provide students with programming promoting professional development; civic engagement; and political education.
- Maintain an active working relationship with the VP University Affairs and AVP, Student Experience.
- Adhere to USC bylaws, policies and procedures.
- 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.

QUALIFICATIONS:

- All coordinators must be an undergraduate or professional student as defined by Western University while 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 Student Development 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 Student Development Coordinator will act as project manager for all the projects incumbent upon the Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Student Development Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.

- **Group Facilitation:** In leading the Student Development Network, the Student Development 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.

- **Civic Acumen:** The Student Development Coordinator should be knowledgeable of political and practical matters related to settler-colonialism, rights, duties, and citizenship.

TRAINING:

- **The Student Development Coordinator** will be required to attend all USC-mandated training sessions for Coordinators, as determined by the USC Executive and the USC Human Resources Department.

- **The Student Development Coordinator** will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

- **Throughout their term,** the Student Development Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Human Resources Department.