



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

<b>Position Title:</b>	<b>Team USC Coordinator</b>
<b>Supervisor:</b>	VP Student Support & Programming
<b>Remuneration:</b>	Honoraria \$3,000
<b>Hours of Work:</b>	5 hours per week average, 10-15 hours during peak time
<b>Term:</b>	June 1 <sup>st</sup> – April 30 <sup>th</sup>

### **OVERVIEW:**

As Team USC Coordinator, you will lead a group of student ambassadors in order to bolster the USC's ability to engage, reach, and receive feedback from the broader undergraduate and professional student body. Through a series of programs, initiatives, and campaigns, you will work to foster student engagement in, generate awareness of, and garner feedback on the USC. This programming includes, but is not limited to, USC Day in September; Late-Night Breakfast during high-stress periods; and supporting House Olympics programming.

### **DUTIES AND RESPONSIBILITIES:**

- With the support of the AVP Student Events and AVP Public Affairs, recruit a team of approximately 60 Ambassadors (20 over the summer, 40 during first semester), including team leads for each of the three portfolios;
- Meet Team USC's goal of fostering student engagement in the USC through year-long programming and presence at Western Athletics events;
- Meet Team USC's goal of generating awareness of the USC through year-long programming and partnerships with student groups;
- Meet Team USC's goal of garnering feedback on the USC through frequent boothing and survey administration across Western and its affiliate campuses;
- Assist the VP Student Support & Programming, VP Communications & Public Affairs, and President in brainstorming, planning, and executing new Team USC initiatives, programs, and campaigns;
- Support the VP Student Support & Programming portfolio in executing House Olympics annually;
- Work alongside the AVP Student Events and AVP Communications to ideate, develop, and execute guerilla marketing campaigns, such as student neighbourhood pop-ups, to increase awareness of the USC's programs, services, and operations;
- Attend regular meetings with the AVP Student Events, as requested, to discuss projects and workflow;
- Support members of the Student Support and Programming Portfolio (Peer Programs, Peer Support, Programming) to ensure maximum exposure and outreach for all student events and initiatives;
- Sit on working groups and committees at the request of the VP Student Support & Programming, including the Student Engagement Committee;
- Leveraging social and digital networks to increase organic promotion of the organization's activities;
- Adhere to USC bylaws, policies, and procedures;

- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Support & Programming;
- Asks for help with projects and tasks as needed;
- Comprehension and belief of the USC's Vision, Mission and Values as well as its' Strategic Documents; and
- Complete an interim and final report in compliance with the USC's Final Reports Procedure.

## **QUALIFICATIONS:**

- Previous experience planning and executing large-scale projects or events would be considered an asset;
- Previous experience in marketing or brand management for corporate organizations would be considered an asset;
- Knowledge and experience of digital marketing and social media promotion strategies would be considered an asset;
- Experience managing or leading a team would be considered valuable;
- A strong understanding of campus culture and student interests would be considered an asset;
- 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:**

- **Project Management Skills:** ability to identify project needs, develop plans, mobilize available resources, adapt to changing circumstances, set priorities, and manage time in order to effectively meet deadlines; detail-oriented with a strong sense of follow-through
- **Communication Skills:** ability to employ strong written and verbal communication skills; actively listens to the issues of others in a manner that elicits cooperation and engagement
- **Team Facilitation:** ability to provide consistent leadership and support to a project-based team; motivates with purpose and leverages the diverse skills of a team to best complement their collective goals
- **Activation:** ability to create motion and momentum in others, motivate team members to turn ideas to actions, generate ideas that impact change
- **Proactivity:** ability to anticipate future projects and seek out information and resources needed to take initiative; reconfigures processes and patterns in light of changing needs or circumstances and anticipates needs in advance of adverse circumstances or criticism

**TRAINING:**

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