University Students’ Council – Position Description

Position Title: Wellness Hub Administrative 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: June 1st – April 30th

OVERVIEW:
The Wellness Hub Administrative Coordinator is expected to assist the AVP Wellness Equity with: administrative tasks related Community Pantry and Sexual Wellness Services volunteer schedules and volunteer event attendance; management of the USC Wellness Hub; and more as determined by the VP University Affairs and AVP Wellness Equity. In this role, the Coordinator is expected to build a working relationship with fellow Wellness Equity Coordinators and their respective volunteers to provide support on an as-need basis. They will also work to increase Wellness Hub usage through feedback forms, advocacy, programming, and creative engagement with the space.

DUTIES AND RESPONSIBILITIES:

● Create and manage volunteer schedules.

● Schedule round tables, programming, and space bookings, and hold volunteers accountable for attendance.

● Assist the AVP Wellness Equity in administrative tasks associated with training for USC Community Pantry and Sexual Wellness Services volunteers.

● Consult with the VP University Affairs 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.

● Support the AVP Wellness Equity in the management of the Wellness Hub by ensuring that the resource library is fully stocked; implementing new, intersectional, and engaging wellness initiatives for the student body; maintaining a 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 Peer Support Centre space for programming.

● Adhere to USC bylaws, policies and procedures.

● Respect the authority of the USC Executive, specifically the expectations communicated by the VP University Affairs.
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 University Affairs.

**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: Qualified candidates for this position will have a familiarity with the political and organizational structure of the USC and an understanding of its services and operations.

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

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

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

- Compassionate Demeanor: The Wellness Hub Administrative Coordinator should be open minded, supportive and empathetic.
TRAINING:

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