



USC VP Communications and Public Affairs

Purpose of the USC

To enhance the educational experience and quality of life for undergraduates at Western University

Position Summary

Facilitate communication on behalf of the organization and develop a communications strategy that furthers the USC mandate and supports the political priorities of the Executive Body.

General Responsibilities

- Oversee USC public relations strategies.
- Manage communications while assisting in and supporting the political implementation of the platforms and policies of the Executive Body.
- Serve as the President and Executive's public liaison with internal and external stakeholders, at the discretion of the President.
- Ensure open lines of communication with students and support Council in their efforts to garner opinion and feedback.
- Act as a direct support to the President in periods of crisis management.
- Manage ongoing or developing issues relevant to the President and Executive Body.
- Coordinate media relations internally (The Gazette) and externally (Local Media Sources).

Qualifications

- *Project Management Skills:* Identifies project needs, develops plans, mobilizes resources, adapts to changing circumstances, sets priorities and manages time in order to meet deadlines. Detail-oriented with a strong sense of follow-through.
- *Communication Skills:* Strong written and verbal communication.
- *Team Facilitation:* provide consistent leadership and support to a project-based team.
- *Evaluative and Analytical:* Understands and appreciates the value of metrics.
- *Adaptable and Resilient:* Flexible and able to integrate last-minute adjustments.
- *Proactivity:* Anticipates, understands and strategizes around public relations needs instead of reacting to events and circumstances. Takes initiative to assist other areas in the USC with public education campaigns.
- *Exceptional Writing Skills:* Can write persuasively and employ rhetoric. Can use simple and succinct language to communicate complex ideas. Able to edit and paraphrase others' writing.
- *Systemic Thinking:* Thinks tactically and with foresight, identifying trends and priorities. Comfortable working in politically charged bureaucratic environments.
- *Research Skills:* Able to provide issue analysis and additional information as required to ensure best practices and up-to-date context.
- *Professionalism and Discretion:* Uses diplomacy and respect when engaging with inquiries and concerns.
- Must be an undergraduate student at Western University.



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Compensation

The compensation for this position will be based on the 2021/2022 compensation structure. 2022/2023 salaries are subject to change based on approval of the budget. For a general guideline of pay structure, please see below for 2021/2022 rates. This position will receive an annual salary based on a standard work week of 35 hours from June 1st, 2022 to May 31st, 2023. You will also be compensated 10 hours per week from April 11th to April 30th, 2022 for a total of 30 hours. This amount will be paid out in 2 payments on the USC's bi-monthly payroll schedule and will be based on your annual salary. You will also be compensated from May 1st, to May 31st, 2022 based on your annual salary and a standard work week of 35 hours for the purposes of executive transition. In addition, upon successful submission of a final report you will receive a one time final report payment.

2021/2022 Payments:

Annual salary of \$43,666.89

Final Report Submission: 1 week's salary based on the annual salary above

The University Students' Council of the University of Western Ontario is an equal opportunity employer. The USC is committed to providing accommodations to those with disabilities. If you require an accommodation, we will work with you to meet your needs.

Interviews

First round of interviews will be taking place March 28th to April 1st, 2022. The first interview will consist of several behavioural and situational questions related to the position.

Next, candidates that are successful from the first round will be asked to complete an assignment on April 5, 2022. This assignment will test both general knowledge of the USC as well as the candidate's communication skills.

Candidates that are successful from the first round of interviews and assignment will be asked to attend the final round of interviews which will be taking place on April 7th and 8th, 2022. During this interview, candidates will be asked to present their portfolio of work that must demonstrate a good understanding of the USC.

The successful candidate will be selected by April 9th, 2022.

Please Note: Only successful candidates will be contacted for an interview(s).