



USC VP ORIENTATION & PROGRAMMING

Purpose of the USC

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

Position Summary

The Vice President, Orientation and Programming works to provide programming and events that enhance the educational experience of undergraduate students of Western. This position has direct oversight over the Orientation program and collaborates with partners at Western University to welcome first year students to the Western community. Through their portfolio of eight AVPs and Coordinators, their team will execute educational and awareness based programming as well as large and small scale social events for students.

Direct Reports (8)

AVPs - Orientation & Programming

Coordinators - EnviroUSC, Ethnocultural, Peer Programs, PrideUSC, Student Events, Team USC, and Sexual Wellness Services

General Responsibilities

- Supervise and lead a portfolio which consists of one AVP and seven Coordinators
 - Coordinating and approving programming budgets
 - Day-to-day logistical support
 - Conflict management
 - Community outreach
 - Guide tasks and projects
 - General resource
- Work with the USC Senior Management team on the Programming and Events Group to plan and execute large scale events
- Oversee and support the Orientation Program in collaboration with Western University
- Support the advocacy efforts led by the Vice-President University Affairs and Vice-President External Affairs through the execution of academic and awareness based programming

Qualifications

- Excellent interpersonal skills
- Strong verbal and written communication skills
- High-degree of professional maturity and discretion
- Experience supervising or directing the work of others



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- Excellent time management skills
- Ability to manage multiple projects
- Basic knowledge of Microsoft Office & Google Domain
- Good and sound judgement, ability to think critically and analytically
- Strong public speaking skills
- Detail and task oriented
- Undergraduate student at Western University

Interviews

The posting for this position will close on February 19th at 11:59pm.

First round of interviews will be taking place on March 8th or 9th, 2023. The first interview will consist of several behavioural and situational questions related to the position.

Candidates that are successful from the first round of interviews will be asked to attend the second (and final) round of interviews which will be taking place on March 15th or 16th, 2023. For this interview, you will be provided with the President-Elect's platform and asked to create a short presentation on how you would support their initiatives.

The successful candidate will be selected by March 26th, 2023, with the shadow period beginning on Monday March 27th, 2023.

Compensation

The compensation for this position will be based on the 2022/2023 (F2023) compensation structure.

From March 27th through April 30th you will also be compensated at an hourly wage of \$24.71/hour, based on the F2023 annual salary, for 10 hours per week. This amount will be paid out in 2 payments on the USC's bi-monthly payroll schedule (on April 10th and 25th).

You will be compensated from May 1st to May 31st, 2023 based on the F2023 annual salary of \$44,976.80 and a standard work week of 35 hours for the purposes of executive transition.

2023/2024 (F2024) salaries are subject to change based on approval of the budget. Based on our budget submission, this position will receive an annual salary of



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\$46,325.28 based on a standard work week of 35 hours from June 1st, 2023-May 31st, 2024.

In addition, upon successful submission of a final report (due August 31, 2024) you will receive a one time final report payment of one week's salary based on the F2024 annual salary.

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

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.