



USC VP Student Services

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, Student Services works with all USC led services to provide the best experience and support to Western Undergraduate Students. They are responsible for the oversight of the PurpleCare Trust, Clubs System, Peer Support Centre, Food Support, as well as to support the good governance of the University Students' Council.

Direct Reports (8)

AVPs - Student Services

Coordinators - Clubs, Clubs Policy, Early Outreach, Food Support, Governance, Grants, and Peer Support

General Responsibilities

- Supervise and lead a portfolio which consists of one AVP and seven Coordinators
 - Coordinating and approving services/program budgets
 - Day-to-day logistical support
 - Conflict management
 - Community outreach
 - Guide tasks and projects
 - General resource
- Act as the Executive Director of the Peer Support Centre, managing it's high-level strategic operations and supporting the Peer Support Coordinator
- Act in a fiduciary capacity for Western undergraduates as a voting Trustee of the PurpleCare Trust
- Negotiate LTC contracts and agreements with the COO and Senior USC Staff
- Oversight of service based programs such as Early Outreach and the Income Tax Clinic
- Work with the Executive team to further the goals and initiatives of the 2023-2024 President
- Administer grants and clubs finances.
- Responsible for the good governance of the organization, and supports the adherence of USC By-Laws, Policies, and Procedures.



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- Act as a resource to students interpreting and working within the organization's By-Laws, Policies and Procedures to accomplish the work of students.
- Oversee the clubs program, which will include policy, financial and general support

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
- Experience with policy and procedures development and organizational governance, or equivalent skills
- Excellent time management skills
- Ability to manage multiple projects
- Basic knowledge of Microsoft Office and 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 7th or 10th, 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 March 22nd or 24th, 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.



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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 \$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.