



## **USC VP STUDENT SUPPORT & PROGRAMMING**

### **Purpose of the USC**

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

### **Position Summary**

Serving students in a variety of capacities, this position helps enhance the student experience by implementing educational programming, social events, and support services for students.

### **General Responsibilities**

- Supervise and lead a team of coordinators and associates - coordinating and approving budgets, day-to-day logistical support, conflict management, community outreach, and professional development
- Work with the USC Senior Management team on the Programming and Events Group to plan and execute large scale events
- Working on projects with coordinators and associates through knowledge of current campus climate and student feedback
- Oversee and support the Orientation Program in collaboration with Western University
- Act as the Executive Director of the Peer Support Centre, managing it's high-level strategic operations and supporting the AVP Peer Support
- Support the advocacy efforts led by the Vice-President University Affairs and Vice-President External Affairs through leadership of the Peer Programs and other relevant coordinator

### **Qualifications**

- Excellent interpersonal skills
- Strong verbal and written communication skills
- High-degree of professional maturity and discretion
- Experience working in a student organization
- Experience supervising or directing the work of others
- Experience with policy and procedures development and organizational governance, or equivalent skills
- Ability to interpret regulations and statutes
- Excellent time management skills
- Ability to manage multiple projects
- Basic knowledge of Microsoft Office (proficient in Microsoft Word, Excel, PowerPoint, and Outlook)
- Good and sound judgement, ability to think critically and analytically
- Strong public speaking skills
- Detail and task oriented
- 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.

Candidates that are successful from the first round will be asked to attend the final round of interviews which will be taking place April 4th to April 8th, 2022. 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 April 9th, 2022.

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