



JOB POSTING  
April 11th, 2022

Manager, Student Activities  
Full-time Position

The University Students' Council at Western University is seeking a full-time Manager, Student Activities with the Student Activities department on a full time basis

The Manager, Student Activities is responsible for the utilization and operationalization of the USC's Space within the University Community Centre (UCC) most notably the Mustang Lounge and Community Room. This position will lead the visioning and development of the USC's space usage to be in line with the USC's mission. In collaboration with the Chief Operating Officer, the Manager, Student Activities, will foster relationships with Student Leaders, Student Groups, and External Partners.

The successful candidate must have a degree in Event or Project Management. They must have 3-5 years of experience in a similar environment, which is fast paced, dynamic and focused on exceptional customer service. The successful candidate must be organized, have strong communication skills and be flexible with changing demands and priorities.

Hours of work are 9:00 am – 5:00 pm onsite from Monday to Friday. During peak periods, hours of work will be adjusted to accommodate increased workload. Occasional overtime may be required.

Please submit your application by April 24th at 11:59 p.m. at:  
<https://westernusc.forms-db.com/view.php?id=437877>

**USC People and Development**  
**University Students' Council of The University of Western Ontario**  
**Room 340, UCC Bldg. London, ON N6A 3K7**  
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*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.*



## ***University Students' Council – Position Description***

**Position Title:** Manager, Student Activities  
**Supervisor:** Chief Operating Officer

### **OVERVIEW**

#### **About the Organization**

The University Students' Council (USC) is the official student association for more than 30,000 undergraduate students at Western University. Incorporated in 1965, we are widely viewed as one of the most reputable and effective student associations in North America. With a \$30 million dollar operating budget, 40 full-time staff, and hundreds of part-time student staff and volunteers, the USC provides a robust offering of programs, services, and operations that significantly contributes to Western's best student experience.

We own and operate two restaurants, a clothing retail store, and a movie theatre; we facilitate the undergraduate health and dental plan, the student transit pass, and late night shuttle busses; we run major events including Western's Orientation Program, the Purple Concert Series, and Beer Fest; we provide peer support through a comprehensive peer network, the Peer Support Centre, and our on-campus Food Bank; and at our core, we are an advocacy organization, representing the voices of Western undergraduates to the university and all levels of government.

Our organization is led by a team of six student executives who work full-time on one-year terms. With the endorsement of the USC's 46 student councilors and support of the USC's 8 student directors, the student executive directs all activities of the USC.

The USC offers a dynamic and exciting work environment, and an unparalleled place to grow as a professional and a person. With generous benefits, extensive professional development opportunities, and a highly supportive work culture, we pride ourselves on being a great place to develop and contribute to a meaningful cause. Our full-time staff are inspired by our ambitious and energetic student leaders every day to work passionately and collaboratively to achieve our mission and vision: to enhance the educational experience and quality of life for all undergraduates at Western and that students have the power to change the world. Our core values dictate that we are democratic, inclusive, student led, accountable to our students, and operate with integrity.

## About the Department

The Student Activities department is a new department at the USC. The Manager, Student Activities will report directly to the Chief Operating Officer and will make recommendations regarding the future structure and resources required to build this exciting new department. The investment in this department signifies the future of support in student programming and creativity at the USC.

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## DUTIES AND RESPONSIBILITIES

- Develop a growth strategy for space usage opportunities.
- Oversee the functionality of the Mustang Lounge and Community Room including hours of operation, general usage and atmosphere.
- Responsible for leveraging existing relationships with external partners and responding to inbound commercial opportunities.
- Work with Student Leaders and Student Groups to leverage sponsorship opportunities.
- Collaborate with external/commercial partners to ensure a viable partnership.
- Develop a capital plan to enhance the environment space.
- Maintain a working relationship with USC Executive, Coordinators, AVP's, and USC Club Organizers to proactively design, support, and schedule programming in the Mustang Lounge and Community Room.
- Work with the Manager, Productions to arrange technical and logistical support for the Mustang Lounge and Community Rooms.
- Work with Senior Manager, Hospitality Services to arrange food and beverage requirements for the Mustang Lounge and Community Room
- Work with the Manager, Student Leadership Support to schedule and support Executive led programming in the Mustang Lounge and Community Rooms including budgetary considerations.
- Support the Senior Manager, Communications and Commercial Relations in developing and adhering to budgets for all activities, annual budget planning and departmental initiatives.
- Setting and achieving revenue targets.
- Supports various initiatives by aligning activities with sponsors.
- Working closely with the Manager, Productions on other initiatives that are not related to the Mustang Lounge and Community Room as required.

## Qualifications

The successful candidate will have the ability to use their great customer service attributes while demonstrating the ability to translate that to good outcomes by working in a team based environment and utilizing software to execute at a high level.

Qualifications include:

- Minimum University or College Degree/Diploma in Event/Project Management.
- 3-5 years experience in a similar environment
- Can work in a fast paced, dynamic environment
- Organized, strong communication skills, approachable and flexible
- Experience using event management software and G-Suite applications

### **Working conditions**

Indoor/Outdoor, Heavy Lifting, Loud Work Environments (Concerts/Venues), Dust, Heat/Cold, Fumes, Dark/Low Light workspaces. This role requires some desk work and hours will fluctuate depending on the needs of the venue and customers. Evening and Weekend work will be required however the core working hours are Monday-Friday 9-5pm. Fast paced and exciting work environment with the opportunity to have a unique experience every day. This position is required to work in person in the office.

### **Key Relationships**

Work closely with clients, customers, senior leadership and executives to use the spaces and support services and initiatives throughout the year. Some vendors and suppliers will require regular communication as well as supporting staff at all levels with information and training as needed.

Key Relationships: Senior Manager, Communications and Commercial Partnerships, Manager, Productions, Manager, Leadership Support, USC Executive, USC Coordinators and Associate Vice-Presidents, Club Organizers, Chief Operating Officer.

### **Direct reports**

This role will be responsible for part-time and full-time staff over the next 2 years. This position will be transitioned over an 18 month period as this is a new function within the organization. For the first 9 months, this role will be focused on learning and understanding the processes, opportunities, and work flow.

### **Additional benefits**

Cell phone stipend, Health and Dental benefits, Wellness benefits, vacation and flex days, Group Pension/RRSP, Merit Bonus, Professional Development.

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