



University Students' Council – Position Description

Position Title:	Ethnocultural Support Services Coordinator
Supervisor:	Vice President Orientation & Programming
Remuneration:	\$18/hour
Hours of Work:	10-15 hours per week average
Term:	September 1 – April 30 th

OVERVIEW:

The Ethnocultural Support Services Coordinator is expected to promote a culturally, ethnically, racially, and religiously inclusive campus community, in which students' unique backgrounds are embraced and celebrated. The Coordinator is expected to do this work through the Services' programming; by advocating on recommendations that have been endorsed by the USC Council and/or Executive; and by researching and collecting student voices on the issues concerning inclusivity on campus and in the London community.

DUTIES AND RESPONSIBILITIES:

- Design programming and organize events that cultivate student engagement on cultural, ethnic, racial, and religious inclusivity, with an explicit consideration for equity, diversity, and inclusion.
- Organize and execute at least two Ethnocultural Support Service events per semester.
- Work with the USC Executive and the AVP Orientation & Programming to identify issues and analyze data on race and culture on campus.
- In collaboration and consultation with the VP Orientation & Programming and VP University Affairs, work to build and maintain relationships with relevant departments of the University including: Housing and Ancillary Services; Western International; the Equity and Human Rights Services; the Indigenous Services Office; the Office of the AVP EDI; and other appropriate multicultural organizations within the University community.
- Maintain an active working relationship with the VP Orientation & Programming and AVP Orientation & Programming.
- Organize and execute at least one Ethnocultural Support Service campaigns per academic year in collaboration with Western Hillel.
- Responsible for the recruitment, selection, and management of a leadership team in partnership with the AVP Orientation & Programming.
- Contribute to the budgeting and event proposal process with the AVP Orientation & Programming for all portfolio initiatives.

- Consult with the VP Orientation & Programming and broader USC Executive to determine annual research priorities; identify research best practices; and create a research strategy prior to the execution of the research and consultation phases.
- Sit as a member of the Political Advisory Committee (PAC).
- Adhere to USC bylaws, policies and procedures.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Orientation & Programming.
- Asks for help with projects and tasks where needed.
- Complete a final report in compliance with the USC's Final Reports Procedure.
- All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.
- Consult and support the work of the Peer Support Network.
- Sit on working groups and committees at the request of the VP Orientation & Programming.

QUALIFICATIONS:

- All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

KNOWLEDGE, SKILLS and ABILITIES:

- **Lived Experience:** Critical to the position of Ethnocultural Support Services Coordinator is an understanding, respect, and lived experience of Ethnocultural concerns and issues.
- **Interpersonal Communication:** The Ethnocultural Support Service Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- **Project Management:** The Ethnocultural Support Service Coordinator will act as project manager for all the projects incumbent upon the leadership team to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Ethnocultural Support Service Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem-solving in the role.

- **Group Facilitation:** In leading the leadership team, the Ethnocultural Support Service Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.
- **Research:** Strong research and written communication skills is an asset.
- It is necessary for the Ethnocultural Support Services Coordinator to understand and learn about campus and community resources, and work with marginalized communities on campus.

TRAINING:

- The Ethnocultural Support Service Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Orientation & Programming and the USC Human Resources Department.
- The Ethnocultural Support Service Coordinator will be expected to attend a mandatory EDI and Health and Safety training seminar conducted at the beginning of their term.