



JOB POSTING
Tuesday, August 1, 2023

Student Organizations Advisor
Full-Time Permanent Position

The University Students' Council at Western University is seeking a Student Organizations Advisor in the Information Systems Department on a Full-time permanent basis. This position is within the Collective Bargaining Unit and is classified at Band 6 in the grading unit.

The Student Organizations Advisor will be responsible for providing information, education, guidance and support to student initiated events in areas relating to event planning and compliance. Regular working hours are Monday to Friday, noon to 8pm. Summer hours 8:30-4:30; however, these hours are subject to change due to fluctuating operating hours.

The successful applicant must have a BA in a related discipline. We are asking that this applicant has a minimum of two (2) years administrative experience with an emphasis in working with college or university student organizations. Experience in event organization/management is an asset. Experience within a legal environment is an asset.

Please submit your application in the link below by **August 18, 2023**.

<https://westernusc.forms-db.com/view.php?id=515652>

USC People and Development
University Students' Council of The University of Western Ontario
Room 340, UCC Bldg. London, ON N6A 3K7
[***applications@westernusc.ca***](mailto:applications@westernusc.ca)



University Students' Council – Position Description

Position Title:

Supervisor:

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, 50 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.



Job title:	Student Organizations Advisor
Reports to:	Student Community Manager
Division:	Information Systems
Grading (Union Band):	Band 6
Effective:	August 2023

About the USC!

The University Students' Council (USC) is a student-led organization that advocates for and represents Western undergraduates. Since 1965, USC has become one of Canada's largest student governments and one of London, Ontario's largest non-profits. We work daily to improve the student experience because we believe students can change the world.

About the Role

The Student Organizations Advisor will be responsible for providing information, education, guidance and support to student initiated events in areas relating to event planning and compliance.

Operational:

- Responsible for review and authorization of all event proposals with the exception of out of town trips.
- Responsible for ensuring events involving alcohol adhere to the Campus Alcohol Policy.
- Assist Student Organizations in the coordination and execution of off-campus events.
- Book security and transportation as necessary.
- Maintain preferred vendors list for Off Campus Events.
- Generate annual Campus Alcohol Committee activities report, when requested.
- Coordinate the procurement of insurance certificates with external service providers for Student Group Events when required.
- Acts as the liaison for the Dean Verifier for all faculty council events; ensures information is provided to appropriate individuals.
- Responsible for updates to the USC Club Management software.
- Seek guidance from the Student Community Manager regarding significant legal, financial and liability issues pertaining to a USC club or Faculty Council.
- Assist in the development of USC policies pertinent to Student Group activities.

Administrative:

- Verify student applications for recognition on the Western Co-curricular transcript and ensure all updates and descriptions are entered into the system for all faculty councils and clubs.
- Administer waivers for qualifying events.
- Assist the Student Community Manager in providing administrative support for the Clubs Governance Board (CGB) including preparation of agendas, minute taking, handling of all correspondence/documentation and tracking appropriate information and deadlines.
- Update the Event Tracking Spreadsheet.

Customer Service:

- Work with external service providers to ensure fair and equitable treatment of Students.
- Responsible for ongoing collaboration with Student Organizations regarding event proposal software and customer service.
- Work with the Student Events Coordinator and the Student Community Manager to organize and execute a series of workshops to educate clubs and faculty councils on event organization and execution.
- Answer inquiries and direct students to appropriate resources.
- Assists the Student Events Coordinator as required.
- Provides administrative and technical assistance for the planning and execution of Clubs Week and Clubs Training.

Supervision:

- None

Financial:

- Review event proposal budgets and Student Organization's trial balances to ensure that they are connected with appropriate financial resources.

Other Responsibilities as assigned by the Student Community Manager

Experience:

- Minimum of two (2) years administrative experience with an emphasis in working with college or university student organizations. Experience in event organization/management is an asset. Experience within a legal environment is an asset.
- Must demonstrate a "student friendly" attitude, leadership skills, coaching skills and superb interpersonal communication skills. Working knowledge of word processing and spreadsheet software (i.e. MS Word, MS excel is required).

Education:

- BA in a related discipline.

Education and Experience may be combined during consideration

Working Conditions & Other Considerations:

- Frequent sitting at a computer terminal for short periods; occasional light lifting.
- Communication skills, ability to self-motivate, willingness for continuous learning, skill in learning how to use and implement new technologies. Must be prepared to work a flexible schedule including days, evenings and weekends.
- Regular working hours are Monday to Friday, noon to 8pm. Summer hours 8:30-4:30.

The top 5 things you do to add value to the USC:

1. Mitigate risk to the USC.
2. Assist with the experiential learning experience of students.
3. Provide expertise and assistance in planning student events.
4. Provide guidance to groups when issues arise within the group.
5. Ensure student groups are following a budget that is in line with the funds they have available to avoid overdrawn accounts.

Additional benefits

- Transportation Allowance
 - Competitive Health and Dental Benefits
 - Extensive Mental Health Coverage
 - Wellness Allowance
 - Paid December Holiday Break
 - Paid June/July Friday's off
 - Paid first week of July off
 - Additional Vacation entitlement
 - Group Pension/RRSP
 - Professional Development Allowance
 - Education Allowance for Candidate (Includes Family Members)
 - Flexible Health Spending Account
 - In-Office Gym Facilities
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