



## **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, and Food Support.

### **Direct Reports (9)**

AVPs - Student Services

Coordinators - Charity, Clubs, Early Outreach, Food Support Service, Gender Equity Network, Grants, Peer Support, and PrideUSC

### **General Responsibilities**

- Supervise and lead a portfolio which consists of one AVP and eight 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
- Oversight of service based programs
- 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
- Excellent time management skills
- Ability to manage multiple projects



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- Basic knowledge of Microsoft Office and Google Domain
- Good and sound judgement, ability to think critically and analytically
- Strong public speaking skills
- Familiarity with the USC Club System
- Undergraduate student at Western University

### **Interviews**

The posting for this position will close on February 18th at 11:59pm.

First round of interviews will be taking place between February 26th and March 15th, 2024. 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 between March 16th and 31st, 2024. 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 1st, 2024 with the shadow period beginning on Monday April 15, 2024.

### **Compensation**

The compensation for this position will be based on the 2023/2024 (F2024) compensation structure.

From April 15th to 30th, 2024 you will be compensated at an hourly wage of \$24.50/hour, for 10 hours per week.

You will be compensated from May 1st to May 31st, 2024 based on the F2024 annual salary of \$43,326 and a standard work week of 35 hours for the purposes of executive transition.

2024/2025 (F2025) salaries are subject to change based on approval of the budget. Based on our budget submission, this position will receive an annual salary of \$47,716 based on a standard work week of 35 hours from June 1st, 2024 through May 31st, 2025.



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In addition, upon successful submission of a final report (due August 31, 2025) you will receive a one time final report payment of one week's salary based on the F2025 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.**