



University Students' Council – Position Description

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| Position Title: | Academic Coordinator |
| Supervisor: | Vice President University Affairs |
| Remuneration: | \$18/hour |
| Hours of Work: | 10 hours per week average |
| Term: | September 1 – April 30 th |

OVERVIEW:

The Academic Coordinator will support the Vice-President University Affairs in their mandate to represent the interests of all undergraduate students at Western University by conducting research; drafting; revising, and reviewing policy; assisting in the coordination of ongoing academic advocacy initiatives; and liaising with the USC's Advocacy Services Department in accordance with the USC's academic initiatives and priorities.

This role is focused on the university advocacy work that impacts academics. The priorities of this work includes, but is not limited to academic policy, work-integrated learning, improving academic counselling, open educational resources, and working with senate on various academic initiatives.

DUTIES AND RESPONSIBILITIES:

- Provide project and advocacy assistance and research support in academic portfolios to the Vice President University Affairs.
- Support the Vice President University Affairs by managing relationships with key partners in the academics portfolio of Western University. This includes maintaining correspondence, working collaboratively with university stakeholders, and attending meetings and/or functions in the Vice-President University Affairs stead, where necessary.
- Work with the Vice President University Affairs and the Senior Manager, Advocacy and Government Services, to research, develop, and enhance academic policy and advocacy initiatives.
- Support the Vice-President University Affairs by assisting in the researching and writing of academic advocacy-related documents including position papers, letters of support, and policies.
- Liaise with the Western Student Senators to collaborate on advocacy initiatives.

- Provide support to the Student Appeals Support Coordinator who is responsible for running the USC Appeals Support Centre which provides guidance on various appeals processes to undergraduate and professional students.
- Attend weekly Advocacy Steering Committee meetings between the President, Vice-President University Affairs, Vice-President External Affairs, and Communications portfolios.
- Chair the Faculty Vice President Academics/University Affairs roundtable to coordinate and support faculty council initiatives.
- Assist the Vice President University Affairs with other projects and duties as assigned.
- Adhere to USC bylaws, policies and procedures.

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 Operation, AVP, Governance Leader, Intern) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.

KNOWLEDGE, SKILLS and ABILITIES:

Candidates for this position should have aptitudes in the following areas:

- **Project Management Skills:** identifies project needs, develops plans, mobilizes available resources, adapts to changing circumstances, sets priorities and manages time in order to effectively meet deadlines. Detail-oriented with a strong sense of follow-through. Approaches a complex task or problem by breaking it down into its component parts.
- **Team Facilitation:** provide consistent leadership and support to a project-based team. Motivates with purpose and leverages the diverse skills of a team to best complement their collective goals.
- **Communications Skills:** strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
- **Evaluative and Analytical:** understands and appreciates the value of metrics to measure success, and feels comfortable implementing an evidence-based approach to student government. Takes learning from each experience and uses critical thought to make adjustments for future endeavors. Gives constructive feedback to team members.
- **Strategic Thinking:** thinks tactically and with foresight to identify trends and priorities. Comfort working with long-term plans and in a politically charged, bureaucratic environment.

- **Resource Management:** ability to manage minimal resources in order to maximize their effectiveness. Ability to use foresight to appropriately allocate resources in accordance with need.
- **Adaptability and Resilience:** comfortable working in a constantly fluctuating work environment. Integrates input and values perspectives from multiple stakeholders. Flexible and able to accommodate last-minute adjustments. Maintains energy and commitment in the face of setbacks or change.
- **Research Skills:** able to provide issue analysis and additional information as required to ensure best practices and up-to-date context. Can identify relevant information and subsequent implications from high volumes of material.
- **Professionalism and Discretion:** uses diplomacy and tact when engaging with individuals presenting inquiries or concerns. Can be trusted with sensitive information.
- **Knowledge of Western University** with a focus on the portfolio of the Provost and Vice-Provost (Academic Programs). Understanding of Western University's academic policy and procedures including, but not limited to, the Senate, Senate Committee on Academic Policy and Awards and the Subcommittee on Program Review - Undergraduate

TRAINING:

- The Academic Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President University Affairs and the USC Human Resources Department.
- The Academic Coordinator will be expected to attend a mandatory EDI and Health and Safety training seminar conducted at the beginning of their term.
- The Academic Coordinator will have the opportunity to participate in research & policy writing training, along with lobbying training, as facilitated by the Ontario Undergraduate Student Alliance (OUSA).