



University Students' Council – Position Description

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

OVERVIEW:

Support the Vice President External Affairs (VPEA) 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 advocacy initiatives; and liaising with the USC's Advocacy Services Department.

This role is focused on the work being done municipally, provincially and federally, including collaborative work through the Ontario Undergraduate Student Alliance (OUSA) and Undergraduates of Canadian Research-Intensive Universities (UCRU). The priorities of this work includes, but is not limited to transit, student health and wellness, off-campus safety, sexual and gender-based violence prevention and response, and student finances & assistance.

DUTIES AND RESPONSIBILITIES:

- Work with and support the Vice President External Affairs and in the planning and execution of their responsibilities.
- Work with the Associate Vice President External Affairs to provide research support, project and advocacy assistance and event support to the Vice President External Affairs.
- Write policy papers, prepare policy briefs and prepare budget submissions to the municipal, provincial and federal governments as needed at the discretion of the Vice President External Affairs.
- Support the VPEA in preparing for local, provincial and federal advocacy weeks.
- Support the President and Vice President External Affairs in managing relationships with key partners by maintaining correspondence, working collaboratively with community stakeholders (on-campus, municipal, provincial, and federal), and attending meetings and/or functions in the Vice President External Affairs, when necessary.

- Work with the Senior Manager, Advocacy and Government Services, to research, develop, and enhance policy and advocacy initiatives.

KNOWLEDGE, SKILLS and ABILITIES:

- **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:** comfortable working in a 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.

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.

TRAINING:

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