



University Students' Council – Position Description

Position Title:	Grants and Recognition Coordinator
Supervisor:	Vice-President Student Services
Remuneration:	\$18/hour
Hours of Work:	10 hours per week average
Term:	August 15 – April 30 th

OVERVIEW:

Work collaboratively with the AVP Student Services and the Vice-President Student Services to facilitate the Grants Program, presiding over the disbursement of the Grant Fund.

DUTIES AND RESPONSIBILITIES:

- Oversee the USC Grants Program on behalf of the VP Student Services
- Serve as Chair of the USC Grants Committee and facilitate its meetings.
- Organize and execute all aspects of the USC's Student Recognition Program
- Ensure that Committee meetings are carried out in a fair and equitable manner.
- Ensure that all relevant information and documentation is provided to the Committees prior to any meetings.
- Responsible for promoting the Grants and Student Recognition Program, creating an outreach and promotional plan for the year.
- Provide regular updates to AVP Student Services and Vice-President Student Services on Grants and the Student Recognition Program.
- Plan and execute the Annual Awards Ceremony.
- Evaluate the strategy of all Grant-issuing programs at the USC and issue recommendations on them as necessary.
- 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:

- **Interpersonal Communication:** Grants and Recognition Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of stakeholders. Must be able to provide constructive feedback to and communicate expectations effectively through written and oral mediums.
- **Project Management:** Strong organizational and time management skills are paramount to the success of managing the program. The Grants and Recognition Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In chairing the Grants Committee, the Grants and Recognition 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 members. Fosters team culture that supports consensus building and the development of its members.
- **Finance Acumen:** The Grants and Recognition Coordinator should be financially literate, have knowledge of auditing procedures and have some accounting/budgeting experience.

TRAINING:

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