



University Students' Council – Position Description

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

OVERVIEW:

The Student Experience 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 advocacy initiatives; and liaising with the USC's Advocacy Services Department in accordance with the USC's internal initiatives and priorities.

This role is focused on the university advocacy work that impacts student experience. The priorities of this work includes, but is not limited to equity, diversity and inclusion, sexual and gender-based violence prevention, mental health, sustainability and other 'outside the classroom' initiatives.

DUTIES AND RESPONSIBILITIES:

- Provide project and advocacy assistance and research support in the Student Experience portfolios to the Vice-President University Affairs.
- Work with the Vice-President University Affairs and the Senior Manager, Advocacy and Government Services, to research, develop, and enhance policy and advocacy initiatives.
- Support the Vice-President University Affairs by assisting in the researching and writing of advocacy-related documents including position papers, letters of support, and policies regarding the student experience portfolios.
- Attend weekly Advocacy Steering Committee meetings between the President, Vice-President University Affairs, Vice-President External Affairs, and Communications portfolios.
- Chair bi-weekly Equity Advocacy Committee meetings with the Peer Programs Coordinators to support them in their university advocacy efforts.
- Attend biweekly meetings of the Wellness Steering Committee.
- Assist the Vice President University Affairs with other projects and duties as assigned.
- Adhere to USC bylaws, policies and procedures.
- Complete a final report at the end of the winter academic term (April), in compliance with the USC's Final Reports Procedure.

QUALIFICATIONS:

- A Coordinator 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:

- **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 Associate Vice-President (Student Experience).

TRAINING:

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