



## ***University Students' Council – Position Description***

<b>Position Title:</b>	<b>Wellness Equity Coordinator</b>
<b>Supervisor:</b>	Vice President University Affairs
<b>Remuneration:</b>	\$18/hour
<b>Hours of Work:</b>	10 hours per week average
<b>Term:</b>	September 1 – April 30 <sup>th</sup>

### **OVERVIEW:**

The Wellness Equity Coordinator is expected to manage and maintain the Accessibility Committee, and co-chair the Mental Health Roundtable with the AVP University Affairs. They are also responsible for policy work and research related to accessibility, mental health, and equity based issues on campus. Finally, the Wellness Equity Coordinator will assist the Vice President University Affairs in the implementation of intersectional, equity-focused programming and advocacy projects for the student body.

### **DUTIES AND RESPONSIBILITIES:**

- Lead the Accessibility Committee, and work with them to facilitate initiatives that raise awareness about accessibility-related topics amongst the student body.
- Co-chair, alongside the AVP University Affairs, the University Affairs Portfolio's biweekly Mental Health Roundtable meeting to support student stakeholders with mental health advocacy efforts.
- Design and implement at least one promotional initiative related to wellness per semester with the support of the VP Orientation & Programming.
- Consult with the VP University Affairs and broader USC Executive to determine annual research priorities; identify research best practices; and create a research strategy prior to the execution of the research and consultation phases.
- Attend weekly meetings with the Vice President University Affairs.
- Adhere to USC bylaws, policies and procedures.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP University Affairs.
- Asks for help with projects and tasks as needed.
- Sit on working groups and committees at the request of the VP University Affairs.

## **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:**

- General: Qualified candidates for this position will have a familiarity with the political and organizational structure of the USC and an understanding of its services and operations.
- Interpersonal Communication: The Wellness Equity Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- Project Management: The Wellness Equity Coordinator will act as project manager for policy and initiatives reflective of student wants and needs. Strong organizational and time management skills are paramount to the success of these projects. The Wellness Equity Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem-solving in the role.
- Time Management: The Wellness Equity Coordinator should have the ability to successfully balance and manage the scope of responsibilities with competing external commitments, including academics.
- Compassionate Demeanor: The Wellness Equity Coordinator should be open-minded, supportive and empathetic.
- Background Knowledge: The Wellness Equity Coordinator should have an understanding and a willingness to learn about campus and community resources, and have a general understanding about student issues related to LGBTQIA & 2S+ students, gender-based issues, mental health and addiction, cultural competency, etc.

## **TRAINING:**

- The Wellness Equity Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the VP University Affairs and the USC People and Development.
- The Wellness Equity Coordinator will be expected to attend a mandatory EDI and Health and Safety training seminar conducted at the beginning of their term.