



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

<b>Position Title:</b>	<b>Associate Vice President Orientation &amp; Programming</b>
<b>Supervisor:</b>	Vice President Orientation & Programming (VPOP)
<b>Remuneration:</b>	\$18/hour
<b>Hours of Work:</b>	July 2 - Aug 31 (up to 200 hours) hybrid, flexible
<b>Term:</b>	Sept 1 - April 30 (10 hours per week)

### **OVERVIEW:**

The Associate Vice President Orientation & Programming supports the development and implementation of Orientation and all event-based programming in the programming portfolio. This includes supporting equity-based programming for Coordinators (Ethnocultural Support Services, EnviroUSC, Public Arts, and Health Promotions). Through the direction of the VPOP, the AVP will assist with facilitating and executing high level projects .

### **DUTIES AND RESPONSIBILITIES:**

- Assist the Vice President Orientation & Programming in brainstorming, planning, and execution of large-scale USC events with a continued focus on equity, diversity, and inclusion.
- Assist the Vice President Orientation & Programming in the creation of event budgets and financial logistics.
- Facilitate collaboration between different campus groups and the USC in large-scale events.
- Complete projects where needed as directed by the Vice President Orientation & Programming.
- Attend weekly meetings with the Vice President Orientation & Programming.
- Under the direction of the Vice President Orientation & Programming, act to moderate and prioritize competing programming needs related to their portfolio within the USC.
- Collaborate as a team member and support the other members of the Vice President Orientation & Programming portfolio in their event-planning.
- Collaborate when necessary with all USC departments, maintaining strong relationships with USC Productions and USC Reservations to achieve maximum efficiency. Where necessary, ensure the proper approval process has been followed on all projects.
- Adhere to USC bylaws, policies, and procedures.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Orientation & Programming.
- Asks for help with projects and tasks as needed.

### **QUALIFICATIONS:**

- All AVPs must be an undergraduate or professional student as defined by Western University during the school year they are in the AVP role.
- An AVP 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.

- Must be available to work July 2 - Aug 31 (up to 200 hours) hybrid, flexible
- Must be available to work 10 hours per week during the 2024/25 academic school year.

## **KNOWLEDGE, SKILLS and ABILITIES:**

- **Team Leadership Skills:** requires the ability to lead a team and ability to supervise other members of the USC.
- **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.
- **Communication Skills:** Strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
- **Adaptable and Resilient:** Integrates input and perspectives from multiple stakeholders. Flexible and able to accommodate or integrate last-minute adjustments. Maintains energy and commitment in the face of setbacks or change.
- **Interpersonal Communication:** The AVP 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.
- **Proactivity:** Anticipates future projects and seeks out information and resources needed to take initiative.
- A detailed knowledge of the USC is an asset.
- An understanding of campus culture, student interests and previous programming is an asset.

## **TRAINING:**

- The AVP Orientation & Programming will be required to attend all USC-mandated training sessions for Associates, as determined by the VP Orientation & Programming and the USC Human Resources Department.
- The AVP Orientation & Programming will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.