



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

<b>Position Title:</b>	<b>Associate Vice President Student Services</b>
<b>Supervisor:</b>	Vice President Student Services (VPSS)
<b>Remuneration:</b>	\$19.50/hour
<b>Hours of Work:</b>	July 7 - Aug 31 (15-25 hours per week) hybrid, flexible
<b>Term:</b>	Sept 1 - April 30 (10 hours per week)

### **OVERVIEW:**

The AVP Student Services is expected to support the VPSS with the logistical operation of Clubs, and Student-led services. The AVP Student Services will support the Clubs area of the portfolio. They will also provide support to the Coordinators executing Student-led Services (Early Outreach Conference, Charity & Support, and the Peer Support Centre). They will provide direction to the Grants & Recognition Coordinator, Professional Development and PrideUSC Coordinator as per the discretion of the VPSS.

### **DUTIES AND RESPONSIBILITIES:**

- Act as a liaison between all portfolio Coordinators and the Vice President Student Services to ensure consistent visioning and communication.
- Consistently assess the needs of each portfolio they oversee and complete projects where needed as directed by the Vice President Student Services.
- Support activities related to volunteer management of USC services.
- Collaborates where necessary, specifically maintaining strong relationships with the USC Clubs Support Staff, and other applicable full-time staff to achieve maximum efficacy with events.
- Provide support for Charity & Support and Peer Support where necessary (absences, day to day tasks).
- Support the Income Tax Clinic held in March.
- Attend weekly meetings with the Vice President Student Services.
- Sit on working groups and committees at the request of the VP Student Services
- Adhere to USC bylaws, policies, and procedures.
- Ask for help with projects and tasks as needed.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Services.

### **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, Coordinator, 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 7 - Aug 31 (15-25 hours per week) hybrid, flexible.
- Must be available to work 10 hours per week during the 2025/26 academic school year.

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

- **General:** It is preferred that applicants have prior knowledge, background or experience with the Peer Support Centre and Clubs System. 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 AVP Student Services 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 AVP Student Services will act as consultant for all the projects under the portfolio. Strong organizational and time management skills are paramount to the success of these projects. The AVP Student Services should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving and judgement in the role.
- **Time Management:** The AVP Student Services should have the ability to successfully balance and manage the scope of responsibilities with competing external commitments, including academics.
- **Background Knowledge:** The AVP Student Services should have an understanding and a willingness to learn about campus and community resources, and have a general understanding about USC student services and Clubs System.

## **TRAINING:**

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