



<b>Job title:</b>	Student Organizations Advisor
<b>Reports to:</b>	Student Community Manager
<b>Division:</b>	Information Systems
<b>Grading (Union Band):</b>	Band 7
<b>Effective:</b>	August 2025

## About the USC!

The University Students' Council (USC) is a student-led organization that advocates for and represents Western undergraduates. Since 1965, USC has become one of Canada's largest student governments and one of London, Ontario's largest non-profits. We work daily to improve the student experience because we believe students can change the world.

## About the Role

The Student Organizations Advisor will be responsible for providing information, education, guidance and support to student initiated events in areas relating to event planning and compliance.

## Operational:

- Responsible for review and authorization of all event proposals with the exception of out of town trips.
- Responsible for ensuring events involving alcohol adhere to the Campus Alcohol Policy.
- Assist Student Organizations in the coordination and execution of off-campus events.
- Book security and transportation as necessary.
- Maintain preferred vendors list for Off Campus Events.
- Generate annual Campus Alcohol Committee activities report, when requested.
- Coordinate the procurement of insurance certificates with external service providers for Student Group Events when required.
- Acts as the liaison for the Dean Verifier for all faculty council events; ensures information is provided to appropriate individuals.
- Responsible for updates to the USC Club Management software.
- Seek guidance from the Student Community Manager regarding significant legal, financial and liability issues pertaining to a USC club or Faculty Council.
- Assist in the development of USC policies pertinent to Student Group activities.

### **Administrative:**

- Verify student applications for recognition on the Western Co-curricular transcript and ensure all updates and descriptions are entered into the system for all faculty councils and clubs.
- Administer waivers for qualifying events.
- Assist the Student Community Manager in providing administrative support for the Clubs Governance Board (CGB) including preparation of agendas, minute taking, handling of all correspondence/documentation and tracking appropriate information and deadlines.
- Update the Event Tracking Spreadsheet.

### **Customer Service:**

- Work with external service providers to ensure fair and equitable treatment of Students.
- Responsible for ongoing collaboration with Student Organizations regarding event proposal software and customer service.
- Work with the Student Events Coordinator and the Student Community Manager to organize and execute a series of workshops to educate clubs and faculty councils on event organization and execution.
- Answer inquiries and direct students to appropriate resources.
- Assists the Student Events Coordinator as required.
- Provides administrative and technical assistance for the planning and execution of Clubs Week and Clubs Training.

### **Supervision:**

- None

### **Financial:**

- Review event proposal budgets and Student Organization's trial balances to ensure that they are connected with appropriate financial resources.

*Other Responsibilities as assigned by the Student Community Manager*

### **Experience:**

- Minimum of two (2) years administrative experience with an emphasis in working with college or university student organizations. Experience in event organization/management is an asset. Experience within a legal environment is an asset.
- Must demonstrate a "student friendly" attitude, leadership skills, coaching skills and superb interpersonal communication skills. Working knowledge of word processing and spreadsheet software (i.e. MS Word, MS excel is required).

## **Education:**

- BA in a related discipline.

*\*Education and Experience may be combined during consideration\**

## **Working Conditions & Other Considerations:**

- Frequent sitting at a computer terminal for short periods; occasional light lifting.
- Communication skills, ability to self-motivate, willingness for continuous learning, skill in learning how to use and implement new technologies. Must be prepared to work a flexible schedule including days, evenings and weekends.
- Regular working hours are Monday to Friday, 10am to 6pm. Summer hours 8:30am to 4:30pm.

## **Additional benefits**

- Cell phone Allowance
  - Transportation Allowance
  - Competitive Health and Dental Benefits
  - Extensive Mental Health Coverage
  - Wellness Allowance
  - Paid December Holiday Break
  - Paid June/July Friday's off
  - Paid first week of July off
  - Additional Vacation entitlement
  - Group Pension/RRSP
  - Professional Development Allowance
  - Education Allowance for Candidate (Includes Family Members)
  - Flexible Health Spending Account
  - In-Office Gym Facilities
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