



## USC VP ORIENTATION & PROGRAMMING

### Purpose of the USC

*To enhance the educational experience and quality of life for undergraduates at the University of Western Ontario.*

### Position Summary

The Vice President, Orientation and Programming works to provide programming and events that enhance the educational experience of undergraduate students of Western. This position has direct oversight over the Orientation program and collaborates with partners at Western University to welcome first year students to the Western community. Through their portfolio of five AVPs and Coordinators, their team will execute educational and awareness based programming as well as large and small scale social events for students.

### Direct Reports (5)

AVPs - Orientation & Programming

Coordinators - EnviroUSC, Ethnocultural, PrideUSC and Public Arts

### General Responsibilities

- Supervise and lead a portfolio which consists of one AVP and five Coordinators
  - Coordinating and approving programming budgets
  - Day-to-day logistical support
  - Conflict management
  - Community outreach
  - Guide tasks and projects
  - General resource
- Work with the USC Senior Management team on the Programming and Events Group to plan and execute large scale events
- Oversee and support the Orientation Program in collaboration with Western University
- Support students through the execution of academic and awareness based programming

### Qualifications

- Excellent interpersonal skills
- Strong verbal and written communication skills
- High-degree of professional maturity and discretion
- Experience supervising or directing the work of others



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- Strong understanding of the Western Orientation program with Soph experience
- Excellent time management skills
- Ability to manage multiple projects
- Basic knowledge of Microsoft Office & Google Domain
- Good and sound judgement, ability to think critically and analytically
- Strong public speaking skills
- Detail and task oriented
- Undergraduate student at Western University

### **Interviews**

The posting for this position will close on February 8th at 11:59pm.

The first round of interviews will be taking place between March 2nd and March 13th. The first interview will consist of several behavioural and situational questions related to the position.

Candidates that are successful from the first round of interviews will be asked to attend the second (and final) round of interviews which will be taking place between March 16th and 27th, 2026. For this interview, you will be provided with the President-Elect's platform and asked to create a short presentation on how you would support their initiatives.

The successful candidate will be selected by March 31st, 2026, with the shadow period beginning on Wednesday April 1, 2026.

### **Compensation**

For April 1st to May 31st, 2026 you will receive compensation based on the F2026 executive annual salary of \$50101.92.

For the month of April you will begin training on a part-time basis and receive payment for 35 hours per pay period (April 1–15 and April 16–30) for a total of \$1043.79 paid on each deposit date (April 10th and 25th).



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For the month of May you will receive payment for a full-time standard work week of 35 hours for the purposes of executive transition, for a total of \$2087.58 paid on each deposit date (May 10th and 25th).

2026/2027 (F2027) salaries are subject to change based on approval of the budget. Based on our budget submission, this position will receive an annual salary of \$51855.49 based on a standard work week of 35 hours from June 1st, 2026 through May 31st, 2027.

In addition, upon successful submission of a final report (due August 31, 2027) you will receive a one time final report payment of one week's salary based on the F2027 annual salary.

**Please Note:** Only successful candidates will be contacted for an interview(s).

**The University Students' Council of the University of Western Ontario is an equal opportunity employer. The USC is committed to providing accommodations to those with disabilities. If you require an accommodation, we will work with you to meet your needs.**