



## **USC VP Student Services**

### **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, Student Services works with all USC led services to provide the best experience and support to Western Undergraduate Students. They are responsible for the oversight of the PurpleCare Trust, Clubs System, Peer Support Centre, and Food Support.

### **Direct Reports (6)**

AVPs - Student Services

Coordinators - Charity, Early Outreach, Professional Development, Grants, and Peer Support

### **General Responsibilities**

- Supervise and lead a portfolio which consists of one AVP and eight Coordinators
  - Coordinating and approving services/program budgets
  - Day-to-day logistical support
  - Conflict management
  - Community outreach
  - Guide tasks and projects
  - General resource
- Act as the Executive Director of the Peer Support Centre, managing its high-level strategic operations and supporting the Peer Support Coordinator
- Act in a fiduciary capacity for Western undergraduates as a voting Trustee of the PurpleCare Trust
- Oversight of service based programs
- Oversee the clubs program, which will include policy, financial and general support

### **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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- Excellent time management skills
- Ability to manage multiple projects
- Basic knowledge of Microsoft Office and Google Domain
- Good and sound judgement, ability to think critically and analytically
- Strong public speaking skills
- Familiarity with the USC Club System
- 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).

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).



## **USC VP Student Services**

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.**