



University Students' Council – Position Description

Position Title:	Associate Vice President, External Affairs
Supervisor:	Vice President External Affairs (VPEA)
Remuneration:	\$19.50/hour
Hours of Work:	July 6 - Aug 31 (15-25 hours per week) hybrid, flexible
Term:	Sept 1 - April 30 (10 hours per week)
Training:	Mandatory in-person training is Sunday, June 14th

OVERVIEW:

Support the Vice President External Affairs in their mandate to represent the interests of all undergraduate students at Western University by conducting research; drafting, revising, and reviewing policy; assisting in the coordination of ongoing advocacy initiatives; and liaising with the USC's Advocacy and Government Services Department. This role is focused on the work being done municipally, provincially and federally, including collaborative work through the Ontario Undergraduate Student Alliance (OUSA) and other organizations as appropriate.

DUTIES AND RESPONSIBILITIES:

- Provide research support, project and advocacy assistance and event support to the Vice President External Affairs.
- Write policy papers, prepare policy briefs and prepare budget submissions to the municipal, provincial and federal governments as needed at the discretion of the VP External Affairs.
- Support the VP External Affairs in preparing for local, provincial and federal advocacy weeks.
- Support the President and VP External Affairs in managing relationships with key partners by maintaining correspondence, working collaboratively with community stakeholders (on-campus, municipal, provincial, and federal), and attending meetings and/or functions in the place of the VP External Affairs, when necessary.
- Work with the Senior Manager, Advocacy and Government Services, to research, develop, and enhance policy and advocacy initiatives.
- Assist the Vice President External Affairs with other projects and duties as assigned.

QUALIFICATIONS:

- All AVPs must be enrolled in an Undergraduate or Professional Student (Medicine, Law, Education and Dentistry) degree during their employment term.
- 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 6 - Aug 31 (15-25 hours per week) hybrid, flexible.
- Must be available to work 10 hours per week during the 2026/27 academic school year.
- **Must be available to attend mandatory in-person training on Sunday, June 14th in London (travel expenses will be covered) No exceptions.**

KNOWLEDGE, SKILLS and ABILITIES:

Candidates for this position should have aptitudes in the following areas:

- Project management skills, team facilitation, strong communications skills, evaluative and analytical skills, strategic thinking, resource management, adaptability, and research skills.
- Professionalism and Discretion: uses diplomacy and tact when engaging with individuals presenting inquiries or concerns. Can be trusted with sensitive information.
- Oral and Written Communication: Is comfortable presenting and speaking in public and recorded settings. Can write deliverables with appropriate research, citations and persuasive writing styles in the appropriate format.

TRAINING:

- The AVP External Affairs will be required to attend all USC-mandated training sessions for AVPs, as determined by the Vice President External Affairs and the USC People and Development Department.
- The AVP External Affairs will be expected to attend mandatory EDI and Health and Safety training conducted at the beginning of their term.
- The AVP External Affairs may have the opportunity to participate in research & policy writing training, along with lobbying training, as facilitated by external organizations, including the Ontario Undergraduate Student Alliance (OUSA).