University Students' Council – Position Description

Position Title: **Associate Vice President Orientation & Programming**
Supervisor: Vice President Orientation & Programming (VPOP)
Remuneration: $19.50/hour
Hours of Work: Jun 15 - 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, Orientation & Programming in the development and implementation of Orientation and all event-based programming within the programming portfolio. This includes Ethnocultural Programming, PrideUSC, and Public Arts. Additionally, this role will provide direct support for USC programming during O-Week, which takes place during the first week of classes and should be available accordingly beyond academic commitments.

DUTIES AND RESPONSIBILITIES:

- Support the Vice President Orientation & Programming in brainstorming, planning, and execution of large-scale USC events with a continued focus on equity, diversity, and inclusion.
- Assist the Vice President Orientation & Programming in the creation of event budgets and financial logistics.
- Attend weekly meetings with the Vice President Orientation & Programming.
- Collaborate as a team member and support the other members of the Vice President Orientation & Programming portfolio in their event-planning.
- Collaborate when necessary with all USC departments, maintaining strong relationships with USC Productions and USC Reservations to achieve maximum efficiency. Where necessary, ensure the proper approval process has been followed on all projects.
- Assist the Vice President Orientation & Programming 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 June 15 - 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 leadership skills, communication skills, and adaptability
● Knowledge of the USC is an asset.
● An understanding of campus culture, student interests and previous programming is an asset.

TRAINING:

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