



## ***University Students' Council – Position Description***

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

### **OVERVIEW:**

Support the Vice President Student Engagement with student engagement endeavors, branding initiatives, ensuring alignment with the USC's strategic plan and the priorities of the Executive Body. The portfolio is responsible for ensuring that students know who we are, what we do, and how we stay relevant. The AVP will be primarily responsible for supporting, coordinating, and executing campaigns under the direction of the VP Student Engagement.

### **DUTIES AND RESPONSIBILITIES:**

- Attend regular Student Engagement portfolio meetings, on average once per week, to discuss portfolio projects, timelines, logistics, and workflow.
- Attend meetings with student leaders and campus partners on behalf of the VP Student Engagement when required, and attend select meetings alongside the VPSE to support engagement objectives.
- Assist the Vice-President Student Engagement with other projects and duties as assigned.
- Plan, coordinate, and execute large-scale student engagement campaigns that support all areas of the USC, including advocacy, programming, services, and operations. Provide direct support to the Community Engagement Coordinators who assist in ideating and executing both large- and small-scale engagement initiatives.
- Lead backend logistical planning for engagement initiatives, including scheduling, coordination of boothing and outreach efforts, event preparation, and operational execution.
- Support in-person student engagement as time permits through attending events, engaging directly with students, and supporting on-the-ground outreach efforts.
- Contribute to creative strategy by proactively developing and presenting engagement ideas, concepts, and opportunities to the VP Student Engagement.
- Support the VPSE with the planning and execution of major events and initiatives (e.g., USC Day, Correspondents' Dinner, State of the USC, Fall Preview Day, March Break Open House, USC Elections, USC Hiring Fair, etc).

## QUALIFICATIONS:

- Previous experience planning and executing campaigns in any communication channel would be considered an asset.
- 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, communication skills, team facilitation skills, analytical skills, adaptability, research skills, and professionalism.

## TRAINING:

- The AVP Student Engagement will be required to attend all USC-mandated training sessions, as determined by the Vice President Student Engagement and the USC People and Development Department.
- The AVP Student Engagement will be expected to attend mandatory EDI and Health and Safety training conducted at the beginning of their term.