



University Students' Council – Position Description

Position Title:	Associate Vice President Student Services
Supervisor:	Vice President Student Services (VPSS)
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 Student Services with the logistical operation of student-led services. The AVP Student Services will also provide support to the Coordinators executing Student-led Services (Early Outreach Conference, Charity & Support, and the Peer Support Centre). They will assist the Grants & Recognition Coordinator, Professional Development and EnviroUSC Coordinator as per the discretion of the VPSS.

DUTIES AND RESPONSIBILITIES:

- Attend weekly meetings with the Vice President Student Services.
- Collaborate where necessary, specifically maintaining strong relationships with the USC Clubs Support Staff, and other applicable full-time staff to achieve maximum efficacy with events.
- Provide support for coordinator portfolios where necessary (absences)
- Sit on working groups and committees at the request of the VP Student Services.
- Assist the Vice President Student Services with other projects and duties as assigned, potentially including the management and promotion of the USC Food Bank, transportation file, Purple Care, and special projects.

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:

- It is preferred that applicants have prior knowledge, background or experience with the Clubs System or a coordinator-led student services portfolio.
- Strong interpersonal and communication skills, project management skills, and time management skills.

TRAINING:

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