



University Students' Council – Position Description

Position Title:	Associate Vice President, University Affairs
Supervisor:	Vice President University Affairs (VPUA)
Remuneration:	\$19.50/hour
Hours of Work:	July 6 - Aug 31 (10-20 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 University Affairs in their mandate to represent the interests of all undergraduate students at Western University by assisting in the coordination of ongoing advocacy initiatives. These initiatives include; revising and reviewing policy; liaising with the USC's Advocacy Services Department in accordance with the USC's advocacy initiatives and priorities. The AVP will support the Wellness Equity Coordinator, and the Student Experience Coordinator.

DUTIES AND RESPONSIBILITIES:

- Provide project and advocacy assistance and research support in academic portfolios to the Vice-President University Affairs.
- Support the VPUA by managing relationships with key partners in the academics, student experience, and wellness portfolios of Western University at the discretion of the Vice-President University Affairs.
- Sit on working groups and committees at the request of the Vice-President University Affairs to support planning, coordination, and advocacy efforts.
- Work with the Vice President University Affairs and the Senior Manager, Advocacy and Government Services, to research, develop, and enhance policy and advocacy initiatives, strategize, and create recommendations for yearly position papers.
- Support the Vice-President University Affairs by assisting in the summarizing, researching, and writing of advocacy-related documents.
- Provide support to the Vice-President University Affairs, Coordinators (Student Experience and Wellness Equity) who are responsible for working on advocacy initiatives and programming.
- Assist the Vice President University Affairs with other projects and duties as assigned.
- Chair, create agendas, and take minutes for monthly Advocacy and Academic Roundtable meetings with Vice-President University Affairs, Vice-President External Affairs, and faculty student advocacy leaders to align priorities and support council initiatives.

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 (10-20 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, strong written and verbal communications skills, evaluative and analytical skills, strategic thinking, resource management, adaptability, organizational skills and research skills.
- Professionalism and Discretion: uses diplomacy and tact when engaging with individuals presenting inquiries or concerns. Can be trusted with sensitive information.

TRAINING:

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