



University Students' Council – Position Description

Position Title:	Community Engagement Coordinator (3)
Supervisor:	Vice President Student Engagement
Remuneration:	\$19.50/hour
Hours of Work:	10 hours per week average
Term:	September 1 – April 30
Virtual Training:	Must be available Thursday, August 13th 5-7pm

OVERVIEW:

Under the direction of the Vice-President Student Engagement (VPSE), the Community Engagement Coordinators will spearhead student engagement initiatives with a direct focus on bringing students closer to the USC. The USC offers incredible services, operations, initiatives, and programs that all students should know about. The focus of this role is to engage and collaborate with students and student leaders through consistent, in-person outreach and relationship-building. This includes engaging students across campus, attending student events, and supporting engagement initiatives that help ensure student voices inform the work and priorities of the USC.

DUTIES AND RESPONSIBILITIES:

- Attend regular Student Engagement portfolio meetings, on average once per week, to discuss engagement initiatives, feedback themes, and workflow.
- Under direction from the VPSE, gather weekly in-person feedback from students across campus regarding a variety of topics and initiatives.
- Attend USC-led events and other student events to engage with students, gather feedback, and represent the VPSE when required.
- Engage directly with student leaders, clubs, residences, and student groups to collect insights and support the VPSE's student engagement and feedback pipeline.
- Lead the ideation, planning, and execution of small-scale student engagement initiatives and activities related to student issues and priorities.
- Support engagement campaigns and initiatives led by the VPSE and AVPSE through on-the-ground outreach, event support, and student engagement.
- Assist the VP Student Engagement in the planning, coordination, and execution of student engagement events and initiatives that support all areas of the USC, including advocacy, programming, services, operations, peer programs, organizational values, and others.
- Submit engagement plans or initiative proposals to the VP Student Engagement for review and approval by the assigned deadline.

QUALIFICATIONS:

- All Coordinators must be enrolled in an Undergraduate or Professional Student (Medicine, Law, Education and Dentistry) degree during their employment term.
- A Coordinator cannot hold another USC paid position (USC Operation, AVP, Governance Leader, Intern) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.

KNOWLEDGE, SKILLS and ABILITIES:

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

- Strong interpersonal communication, organizational and time management skills, proactive and adaptability.
- Creativity and effective problem solving.
- Project management skills to effectively meet deadlines; detail-oriented with a strong sense of follow-through.
- Exceptional writing skills
- Act professionally at all times including while working with peers, supervisors, and external stakeholders; exercises appropriate discretion when privy to information that is not available in the public domain.

TRAINING:

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