



University Students' Council – Position Description

Position Title:	Early Outreach Coordinator
Supervisor:	Vice President Student Services
Remuneration:	\$19.50/hour
Hours of Work:	10 hours per week average
Term:	September 1 – May 20
Virtual Training:	Must be available Thursday, August 13th 5-7pm

OVERVIEW:

The Early Outreach Coordinator shall promote post-secondary opportunities to youth in the London community to help them discover their passions and abilities. In this role, you will act as the Program Director for the USC's Early Outreach Leadership Conference -- a weekend-long conference on the Western campus aimed at students for whom structural barriers may make post-secondary education inaccessible. You will establish professional relationships with campus and community partners; assist in the selection and training of student volunteers; and execute all programming and initiatives.

DUTIES AND RESPONSIBILITIES:

- Coordinate the annual *USC Early Outreach Leadership Conference*. Work with relevant USC departments to design, plan and execute all contractual bookings, endorsements, events, caterings and transportation agreements.
- Responsible for securing funds and sponsorships for the *USC Early Outreach Leadership Conference*, when deemed appropriate by the VP Student Services.
- Maintain cordial relationships with Western campus and London community constituents, including but not limited to, the Office of the Registrar, the Thames Valley District School Board, and the City of London. Maintain cordial relationships with all community stakeholders.
- Act as Chair and oversee the selection of the Early Outreach leadership team in consultation with the VP Student Services.
- Coordinate the recruitment, selection and training of all Early Outreach Conference volunteers, in consultation with the AVP Student Services.
- Contribute to the budgeting and event proposal process with the VP Student Services for all portfolio initiatives.
- Attend weekly meetings with the Vice President Student Services.

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.
- Prior experience in the early Outreach Conference is desired.

KNOWLEDGE, SKILLS and ABILITIES:

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

- Strong interpersonal communication, organizational and time management skills
- Project management and public speaking skills
- Should be financially literate and have some accounting/budgeting experience

TRAINING:

- All Coordinators will be required to attend all USC-mandated training sessions for Coordinators, as determined by the VP Student Services 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.