



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

<b>Position Title:</b>	<b>Ethnocultural Programming Coordinator</b>
<b>Supervisor:</b>	Vice President Orientation & Programming
<b>Remuneration:</b>	\$19.50/hour
<b>Hours of Work:</b>	10 hours per week average
<b>Term:</b>	September 1 – April 30
<b>Virtual Training:</b>	Must be available Thursday, August 13th 5-7pm

### **OVERVIEW:**

The Ethnocultural Programming Coordinator is expected to promote a culturally, ethnically, racially, and religiously inclusive campus community, in which students' unique backgrounds are embraced and celebrated. The Coordinator is expected to do this work through programming that cultivates student engagement through education and representation.

### **DUTIES AND RESPONSIBILITIES:**

- Organize and execute at least two Ethnocultural events per semester, including Mosaic and Black Power that cultivate student engagement on cultural, ethnic, racial, and religious inclusivity, with an explicit consideration for equity, diversity, and inclusion.
- Organize and execute Ethnocultural's portfolio's annual flagship conference, *Limitless*, which is a full day event focused on mental health and professional growth, particularly aimed at BIPOC communities to foster a sense of belonging.
- Maintain an active working relationship with the VP Orientation & Programming and AVP Orientation & Programming.
- Contribute to the budgeting and event proposal process with the AVP Orientation & Programming for all portfolio initiatives.
- Sit on working groups and committees at the request of the VP Orientation & Programming.

### **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.
- Lived Experience: Critical to the position of Ethnocultural Programming Coordinator is an understanding, respect, and lived experience of Ethnocultural concerns and issues
- Strong research and written communication skills is an asset.
- It is necessary for the Ethnocultural Programming Coordinator to understand and learn about campus and community resources, and work with marginalized communities on campus.

## **TRAINING:**

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