



University Students' Council – Position Description

Position Title:	Federal Affairs Coordinator
Supervisor:	Vice-President External Affairs
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:

Support the Vice President External Affairs (VPEA) in their mandate to represent the interests of all undergraduate students at Western University by conducting research; drafting, revising, and reviewing policy; assisting in the coordination of ongoing advocacy initiatives; monitoring federal affairs; and liaising with the USC's Advocacy and Government Services Department.

This role is focused on the work being done federally, including collaborative work through external partners. The priorities of this work includes, but is not limited to student health and wellness, off-campus safety, sexual and gender-based violence prevention and response, housing, as well as the affordability and accessibility of post-secondary education at Western.

DUTIES AND RESPONSIBILITIES:

- Support the VPEA in the planning and execution of their responsibilities.
- Work with the Associate Vice President External Affairs to provide research support, project and advocacy assistance and event support to the Vice President External Affairs.
- Write policy papers, prepare policy briefs and prepare budget submissions to the federal governments as needed at the discretion of the Vice President External Affairs.
- Support the VPEA in preparing for federal advocacy weeks.
- Support the President and Vice President External Affairs in managing relationships with key partners by maintaining correspondence, working collaboratively with community stakeholders (on-campus, and federal), and attending meetings and/or functions in place of the Vice President External Affairs, when necessary.
- Work with the Senior Manager, Advocacy and Government Services, to research, develop, and enhance policy and advocacy initiatives.
- Assist the Vice President External Affairs with other projects and duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES:

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

- Project management skills, team facilitation, strong communications skills, evaluative and analytical skills, strategic thinking, resource management, adaptability, and research skills.
- Professionalism and Discretion: uses diplomacy and tact when engaging with individuals presenting inquiries/ concerns. Can be trusted with sensitive information.
- Oral and Written Communication: Is comfortable presenting and speaking in public and recorded settings. Can write deliverables with appropriate research, citations and persuasive writing styles in the appropriate format.

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.

TRAINING:

- All Coordinators will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President External Affairs 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.
- The Federal Affairs Coordinator may have the opportunity to participate in research & policy writing training, along with lobbying training, as facilitated by external partners.