



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

<b>Position Title:</b>	<b>Grants and Recognition Coordinator</b>
<b>Supervisor:</b>	Vice-President Student Services
<b>Remuneration:</b>	\$19.50/hour
<b>Hours of Work:</b>	10 hours per week average
<b>Term:</b>	August 15 – April 30
<b>Virtual Training:</b>	Must be available Thursday, August 13th 5-7pm

### **OVERVIEW:**

Work collaboratively with the AVP Student Services and the Vice-President Student Services to facilitate the Grants Program, presiding over the disbursement of the Grant Fund.

### **DUTIES AND RESPONSIBILITIES:**

- Oversee the USC Grants Program on behalf of the VP Student Services
- Serve as Chair of the USC Grants Committee and facilitate its meetings.
- Organize and execute all aspects of the USC's Student Recognition Program
- Ensure that Committee meetings are carried out in a fair and equitable manner.
- Ensure that all relevant information and documentation is provided to the Committees prior to any meetings.
- Responsible for promoting the Grants and Student Recognition Program, creating an outreach and promotional plan for the year.
- Provide regular updates to AVP Student Services and Vice-President Student Services on Grants and the Student Recognition Program.
- Plan and execute the Annual Awards Ceremony.
- Attend weekly meetings with the Vice President Student Services.
- Hire and lead a committee of students with the AVP 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.

### **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 skills and effective problem solving
- Should be financially literate and have some accounting/budgeting experience.

- **Group Facilitation:** In chairing the Grants Committee, the Grants and Recognition Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members.

## **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.