



University Students' Council – Position Description

Position Title:	Professional Development Coordinator
Supervisor:	Vice President Student Services
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:

The Professional Development Coordinator is responsible for facilitating programs and initiatives that promote professional growth, including the Peer AI Learning Program and the Professional Development Gala. This role demands creativity, strategic thinking, and exceptional social and networking skills to engage students and foster connections with industry professionals. The PD Coordinator will be expected to facilitate initiatives and events based on the current needs of students and report directly to the Vice President of Student Services.

DUTIES AND RESPONSIBILITIES:

- Program Development and Management:
 - Design, plan, and execute initiatives such as the Peer AI Learning Program.
 - Develop and lead new initiatives that give students the opportunity to build new skills.
- Collaboration and Support:
 - Work closely with the Vice President Student Services and other team members to align programs with organizational goals.
 - Support and promote other USC events to foster a cohesive student experience.
- Community Engagement and Networking:
 - Cultivate relationships with students, faculty, and external stakeholders.
 - Act as a representative of USC to foster partnerships and promote professional development programs.
- Communication and Promotion:
 - Develop marketing and communication strategies to increase program participation.
 - Create content for promotional materials, including posters, social media, and announcements.
- 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:

- **Networking Skills:** Exceptional ability to build and maintain professional relationships.
- **Communication:** Advanced verbal and written communication skills to engage diverse audiences.
- **Creativity:** Proven ability to generate innovative ideas for programming and events.
- **Organization:** Excellent project management skills to handle multiple initiatives simultaneously.
- **Teamwork:** Collaborative mindset to work with various stakeholders effectively.
- **Cultural Competence:** A commitment to Equity, Diversity, and Inclusion (EDI) principles.

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.