



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

<b>Position Title:</b>	Student Experience Coordinator
<b>Supervisor:</b>	Vice President University Affairs
<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 Student Experience Coordinator will support the Vice-President University Affairs in their mandate to represent the interests of all undergraduate students at Western University by assisting in the coordination of ongoing student experience advocacy initiatives; and liaising with the USC's Advocacy Services Department in accordance with the USC's internal initiatives and priorities.

This role is focused on the university advocacy work that impacts student experience. The priorities of this work includes, but is not limited to equity, diversity and inclusion, sexual and gender-based violence prevention, mental health, sustainability and other 'outside the classroom' initiatives.

### **DUTIES AND RESPONSIBILITIES:**

- Provide project coordination, advocacy, and research support to the Vice-President University Affairs to advance student experience priorities and represent undergraduate student interests.
- Sit on working groups and committees at the request of the Vice-President University Affairs to support planning, coordination, and student experience improvement efforts, such as the Strengths Conference Planning Committee.
- Consult with the USC Executive to identify annual advocacy and research priorities and support the development of strategies and recommendations for Position Papers.
- Provide project coordination, advocacy assistance, and research support for student experience portfolios (equity, mental health, sustainability, harm reduction, etc.).
- Plan and execute wellness-focused events including Harm Reduction Fairs, Mental Health Day, Academic Rights Fair, and others planned for the year, managing event logistics, student engagement, and onsite operations.
- Support the delivery of mental health, wellbeing, and student success programming, ensuring initiatives are inclusive and accessible while enhancing student engagement and the overall campus experience.
- Liaise with internal USC departments and campus stakeholders to coordinate advocacy programming and resource support, aligned with Student Experience initiatives.
- Demonstrate strong project management, facilitation, communication, strategic thinking, resource management, adaptability, and analytical/research skills
- Apply professionalism, diplomacy, and discretion when engaging with student concerns, including sensitive topics related to wellness and harm reductions
- Support portfolio planning, reporting, and evaluation of initiatives.
- Assist with budgeting, logistics, and promotion of portfolio programming and campaigns.

## **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:

- 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.

## **TRAINING:**

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