



University Students' Council – Position Description

Position Title:	Wellness Equity Coordinator
Supervisor:	Vice President University 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:

The Wellness Equity Coordinator supports the Vice-President University Affairs in advancing a campus environment that prioritizes wellness, equity, accessibility, and inclusion for all undergraduate students at Western University.

This role coordinates advocacy initiatives, educational programming, and campaigns related to wellness, accessibility, gender equity, sexual health, and gender-based and sexual violence prevention. The Coordinator works collaboratively with campus partners, student groups, and the USC Executive to foster an inclusive, trauma-informed, and supportive campus culture while ensuring student voices inform institutional priorities.

DUTIES AND RESPONSIBILITIES:

- Provide project coordination, advocacy, and research support to the Vice-President University Affairs to advance Wellness Equity, Accessibility, and Gender Equity 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 wellness, equity, and accessibility improvement efforts, such as the Accessibility Advisory Committee.
- Consult with the USC Executive to identify annual advocacy and research priorities and support the development of strategies and recommendations for Position Papers.
- Plan and implement educational programming, campaigns, and initiatives related to wellness, accessibility, gender equity, sexual health, and gender-based violence prevention, ensuring initiatives are inclusive, accessible, and trauma-informed.
- Coordinate and support key annual initiatives and collaborative events such as Wellness Initiatives, Health Promotion Days (e.g. Movember Men's Mental Health, World AIDS Day Booth, Shine the Light Campaign, Remembrance and Action on Violence Against Women awareness, Eating Disorders Awareness Week) and Larger-Scale & Collaborative Events (e.g. Sexual Wellness Fair, International Women's Day Breakfast, and Prosper Wellness Conference)
- Liaise with campus departments, student groups, and community organizations to advance shared advocacy priorities and co-create programming.
- Foster partnerships that strengthen support systems for students, including survivors of sexual and gender-based violence.
- 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.
- Compassionate demeanor, strong interpersonal skills
- Should have an understanding and a willingness to learn about campus and community resources, and have a general understanding about student issues related to LGBTQIA & 2S+ students, gender-based issues, mental health and addiction, cultural competency, etc.
- Strong interpersonal communication, organizational and time management skills.
- Understanding, respect, and lived experience of gender-based concerns and issues.
- Strong research and written communication skills is an asset.
- Knowledge of campus and community resources, and experience working with marginalized communities.

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.