University Students' Council – Position Description

Position Title: **Income Tax Clinic Team Leader**
Supervisor: Vice-President Student Services
Remuneration: Honoraria $2000
Hours of Work: 5 hours per week average, 10-15 hours during peak time
Term: December 16 – April 30th

OVERVIEW:

The Income Tax Clinic Team Leader organizes and executes the annual USC Income Tax Clinic. In this role, you will select and manage a group of student volunteers and organize training sessions in conjunction with the Canada Customs and Revenue Agency. You will ensure the clinic itself runs smoothly, maintain the confidentiality of all communications surrounding the clinic, and help break down the fear and stress students have around filing their taxes.

DUTIES AND RESPONSIBILITIES:

- Recruit a Committee to assist with the implementation of the annual Income Tax Clinic.
- Recruit student volunteers throughout the Western campus including students from the Affiliated Colleges.
- Organize training sessions and provide training materials to volunteers in preparation for the service through various training modules provided by Canada Customs and Revenue Agency's Community Income Tax Program Coordinator and/or another agency which provides income tax preparation services outside of the USC.
- Maintain a complete list of all volunteers with the clinic to be provided the Team Leader for the following year.
- Ensure the confidentiality, security and accuracy of communication and income tax preparation between the clinics and its volunteers and the clinic and its clients and reinforce with the volunteers that the obligation to maintain confidentiality continues after the clinic closes.
- Comply with all legal requirements wherever the clinic provides its services.
- Acquire suitable location(s) for the clinic.
- Schedule trained volunteers to staff the clinic in consultation with the Vice President Student Services.
- Provide up-to-date tax forms and equipment for the clinic.

- Publicize recruitment and Income Tax Clinic using all available media on campus (i.e. The Gazette, Social Media, Western News, posters, press releases) in collaboration with the Vice President Student Services.

- Provide telephone listings to volunteers and clients for the services provided by Canada Customs and Revenue Agency (CCRA) for inquiries, problem resolution programs and international tax services.

- Provide copies of the Declaration of Taxpayer Rights to all volunteers and clients and that all clients have signed the required liability forms.

- Ensure that all clients are provided with an electronic copy of their completed tax return after the confirmation of the successful e-filing.

- Ensure that all client files are destroyed within the timeframe prescribed by the CCRA.

- Ensure that all other records are kept securely and entrusted to the Vice President Student Services on completion of the clinics.

- Adhere to USC bylaws, policies and procedures.

QUALIFICATIONS:

- Must be an undergraduate or professional student as defined by Western University during the school year they are in the Income Tax Clinic Team Leader role.

- The Income Tax Clinic Team Leader cannot hold another USC paid position (USC Operation, AVP, Coordinator, 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:

- Interpersonal Communication: The Income Tax Clinic Team Leader position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.

- Project Management: The Income Tax Clinic Team Leader will act as project manager for all the projects incumbent upon the Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Income Tax Clinic Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.

- Finance Acumen: The Income Tax Clinic Team Leader should be financially literate and have some accounting/budgeting experience

TRAINING:

- The Income Tax Clinic Team Leader will be required to attend all USC-mandated training sessions as determined by the Vice-President Student Services and the USC People and Development Department.

  The Income Tax Clinic Team Leader will be expected to attend a mandatory Health and Safety training and EDI training conducted at the beginning of their term.