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**Student Opportunities with the HUCSC**

Within this package, you will find a listing of all position

openings for the HUCSC Executive Portfolios. **Please note that there will be further opportunities in September, and that these are only the positions that we hope to fill prior to the end of the**

**2024-2025 academic year.** Applicants must be a full or part-time Huron

student for 2024-2025 school year in order to apply.

**HUCSC 2024-2025 Annual Objective**

The mission of the HUCSC is to enhance educational experience and quality of life for all Huron students. Every member of the HUCSC has a role to play in achieving this mission. The 2024-2025 annual objective is to increase participation by creating a more safe, inclusive, accessible, and sustainable HUCSC through better governance and innovation; developing stronger relationships with the Huron administration and other stakeholders for effective advocacy; and increasing awareness about HUCSC initiatives. **Portfolios:**

Positions will be categorized according to the portfolios they fall under,

which will be listed in the following order:

* Presidential Portfolio
* Finance Portfolio
* Student Events Portfolio
* Student Affairs Portfolio
* Communications Portfolio
* Speaker’s Portfolio

**Job Descriptions:**

Under each position opening, there will be a brief description of the role,

outline of the responsibilities, the compensation, and application

requirements. There is also a list of relevant skills that could serve

as assets to an applicant. Some position listings will have two open

positions for the same job; this will be denoted by a “(2)” next to the listing.

**Honoraria:**

The HUCSC has developed a set of criteria to evaluate which volunteer

positions may merit honoraria for their work. As the model currently stands,

some positions will be eligible for honoraria on the basis of their responsibilities. More information on criteria can be found in the HUCSC compensation policy.

**Application Form**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please rank up to 3 positions you wish to apply for:**

**1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The DEADLINE for application submissions is Wednesday, May 1, 2024 11:59 pm.**

Candidates will be contacted and must be available for a virtual/telephone interview. Please submit this page and a resume for all positions. Note that some positions may require a cover letter, this is specified alongside the positions.

*Applications are to be sent to the corresponding incoming Executive. If you are applying for positions in multiple portfolios, please send your application to each respective Executive.*

**President (Carl Lubano)**: [president@myhuron.ca](mailto:president@myhuron.ca)

**Finance & Admin (Jayden Payne)**: [vpfinance@myhuron.ca](mailto:vpfinance@myhuron.ca)

**Student Events (Cecilia Darling)**: [vpstudentevents@myhuron.ca](mailto:vpstudentevents@myhuron.ca)

**Student Affairs (Jayden Wright)**: [vpstudentaffairs@myhuron.ca](mailto:vpstudentaffairs@myhuron.ca)

**Communications (Sabreen Sukhija)**: [vpcommunications@myhuron.ca](mailto:vpcommunications@myhuron.ca)

**Speaker (Maxwell Burton)**: [speaker@myhuron.ca](mailto:speaker@myhuron.ca)

**List of Open Positions:**

1. **Presidential Portfolio**
   1. [Associate to the President](#_Position:_Associate_to)
   2. [Executive Secretary](#_Position:_Executive_Secretary)
   3. [Deputy Secretary](#_Position:_Deputy_Secretary)
   4. [Boris the Beaver Mascot](#_Position:_Boris_the)
2. **Finance Portfolio** 
   1. [Associate, Finance & Administration](#_Position:_Finance_&)
   2. [Associate, Merchandise](#_Position:_Merchandise_Associate)
   3. [Associate, Clubs](#_Position:__Clubs)
   4. [Clubs Coordinator](#_Position:__Clubs_1)
   5. [Partnerships & Sponsorship Coordinator](#_Position:__Partnerships)
   6. [Beaver Dam Bartender](#_Position:_Beaver_Dam)
3. **Student Events Portfolio** 
   1. [Associate Vice President, Social Events](#_Position:_Associate_Vice)
   2. [Associate Vice President, Academic Events](#_Position:_Associate_Vice_1)
   3. [Huron Ball & Grad Banquet Coordinators](#_Position:_Huron_Ball)
   4. [Fashion Show Coordinator](#_Position:_Fashion_Show)
   5. [Frost Week Commissioner](#_Position:_Frost_Week)
   6. [HK Relay4Life Chair](#_Position_Opening:_HK)
4. **Student Affairs Portfolio**
   1. [Associate, Student Affairs](#_Position:_Student_Affairs)
   2. [Associate, Wellness](#_Position:_Wellness_Associate)
   3. [Associate, Equity](#_Position:_Equity_Associate)
   4. [Student Feedback Coordinator](#_Position:_Student_Feedback)
   5. [Academic Commissioner](#_Position:_Academic_Commissioner)
   6. [Student Opportunity Commissioner](#_Position:_Student_Opportunity)
   7. [Equity Commissioner](#_Position:_Equity_Commissioners)
   8. [Wellness Commissioner](#_Position:_Wellness_Commissioner)
5. **Communications Portfolio**
   1. [Associate Vice President, Marketing & Promotions](#_Position:_Associate_Vice_2)
   2. [Associate Vice President, Publications](#_Position:_Associate_Vice_3)
   3. [Associate Vice President, Outreach](#_Position:_Associate_Vice_4)
   4. [Social Media Coordinator](#_Position:_Social_Media)
   5. [Publications Coordinator](#_Position:_Publications_Coordinator)
   6. [Beaver Dam Coordinator](#_Position:_Beaver_Dam_1)
   7. [Website Coordinator](#_Position:_Website_Coordinator)
   8. [Graphic Designer](#_Position:_Graphic_Designer)
   9. [Video Coordinator](#_Position:_Video_Coordinator)
   10. [Photographers](#_Position:_Photographer_(2))
   11. [Hype Team Members](#_Position:_Hype_Team)
6. **Speaker Portfolio**
   1. [Chief Returning Officer (CRO)](#_Position:_Chief_Returning)
   2. [Governance Coordinator](#_Position:_Governance_Commissioner)

**Presidential Portfolio**

### **Position: Associate to the President**

### **Direct Supervisor:** HUCSC President

**Compensation:** Up to $1000/Year (dependent on performance)

**Position Description:**

The Associate to the President will act as an assistant to the President in helping him carry out tasks and initiatives. The Associate will be responsible for large projects and will be given autonomy to leave an impact on their work. The Associate may also prepare the President for meetings and speeches on occasion.

**Key Responsibilities:**

* Aid the President in day-to-day tasks
* Undertake large projects with the freedom to implement creative solutions
* Provide feedback and ideas regarding the problems facing the HUCSC at any given time
* Conduct research and prepare briefs for the President
* Complete additional tasks for the Presidential Portfolio as needed
* Review and editing of the President’s public relations
* Complete an interim report at the end of the fall academic term and a final report at the end of the winter academic term

**Relevant Skills:**

* Time management and organization skills
* Driven to make an impact
* Ability to take direction and initiative
* Can-do attitude
* Being in London for the summer is an asset, but not required

**Application Requirements:** Application Form, Resume, and Cover letter

**Presidential Portfolio**

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### **Position: Executive Secretary**

**Direct Supervisor:** HUCSC President

**Compensation:** Up to $1000/Year (dependent on performance)

**Position Description:**

The Secretary is responsible for recording the minutes of every HUCSC General Assembly Meeting, ensuring there is an extensive and coherent record of each meeting of the HUCSC available to the public. This position is also responsible for the physical office space, and the ‘Office Hours’ program. The Executive Secretary is NOT an executive of the HUCSC; however, they do sit in on executive meetings to take minutes.

**Key Responsibilities:**

* Record minutes at each GA meetings and weekly Executive Meetings
* Act as a proxy for council meetings where possible
* Provide feedback and ideas regarding the problems facing the HUCSC at any given time during Executive Meetings
* Set up an Office Hours System with GA Rep, and Executive bookable times in collaboration with the Communications Portfolio
* Ensure the GA minutes as well as any supporting documents, (motions, presentations, new policies), are sent to the Communications Portfolio to be made publicly accessible.
* Responsible for the [info@myhuron.ca](mailto:info@myhuron.ca) email inbox
* Complete additional tasks for the Presidential Portfolio as needed
* Complete an interim report at the end of the fall academic term and a final report at the end of the winter academic term

**Relevant Skills:**

* Strong written and communication skills
* Very organized, ability to organize others
* Ability to take direction and initiative
* Time management skills
* Being in London for the summer is an asset, but not required

**Application Requirements:** Application Form and Resume

**Presidential Portfolio**

### **Position: Deputy Secretary**

**Direct Supervisor:** HUCSC President

**Compensation:** Up to $500/Year (dependent on performance)

**Position Description:**

The Deputy Secretary will report to the President and also act as an

assistant to the Executive Secretary helping them carry out logistical day to day tasks. The position entails assuming delegated responsibilities for ensuring the optimal functioning of the Presidential Portfolio. This role requires a strong commitment to efficiency and proficiency in managing diverse tasks.

**Key Responsibilities:**

* Aid the Executive Secretary in day-to-day tasks, and act as proxy for when necessary
* Assist the President in terms of organizing meetings and mitigating

timing conflicts

* Provide feedback and ideas regarding the problems facing the HUCSC at any given time
* Assisting the Executive Secretary with the ‘Office Hours’ program
* Responsible for Office administration and upkeep, liaising with the HUCSC Executive Team to ensure the office is in good condition
* Complete additional tasks for the Presidential Portfolio as needed
* Complete an interim report at the end of the fall academic term and a

final report at the end of the winter academic term

**Relevant Skills:**

* Time management and organization skills
* Strong attention to detail required
* Flexible availability during the school year
* Ability to take direction and initiative
* Being in London for the summer is an asset, but not required

**Application Requirements:** Application Form, Resume, and Cover letter

**Presidential Portfolio**

### **Position: Boris the Beaver Mascot (1)**

**Direct Supervisor:** HUCSC President

**Compensation:** Not eligible for compensation.

**Position Description:**

Attend outlined Huron events including O Week, interact with students and be available for photos in the mascot suit.

**Responsibilities:**

* Uphold responsible and respectful behaviour as you represent the HUCSC as Boris the Beaver
* Arrive on time and be present for the allotted time of the events that you are requested to attend
* Be available during OWeek and for Events and Communication initiatives throughout the year for outlined events as schedules are finalized
* Maintaining anonymity throughout the year

**Relevant Skills:**

* Energy and enthusiasm for Huron events
* Be interactive and outgoing with students at events
* Ability to take direction and initiative

**Application Requirements:** Application Form and Resume

**Finance Portfolio**

### **Position: Associate, Finance & Administration**

**Direct Supervisor:** VP Finance & Administration

**Compensation:** Up to $1000/Year (dependent on performance)

**Position Description:**

This Associate will act as an assistant to the VP Finance ensuring efficient and effective operation of the portfolio. This relates to HUCSC operations overseen by the portfolio, including but not limited to: Beaver Dam operations, merchandise, club & association finances, standing committees, and general budgeting.

**Key Responsibilities:**

* Act as a resource to the executive board, councilors and portfoliomembers throughout ongoing budgeting processes
* Complete proper accounting packages to ensure all AccountsPayable are paid when necessary.
* When necessary, act as a proxy for the VP Finance for meetings of Huron College committees or USC roundtables
* Take a lead role in the management of Administrative tasks
  + Manage data storage systems within the HUCSC.
  + Participate in audits, budget creation, and other day-to-day administrative activities.
  + Consult students to ensure HUSCS spending generates value in the student experience.
* Create and amend HUCSC or portfolio specific documents
* Perform various administrative tasks pertaining to operations of HUCSC at the request of the VP Finance

**Relevant Skills:**

* Excellent work ethic
* Flexibility and willingness to work on a variety of projects
* Familiarity with basic finance and accounting procedures
* Microsoft Excel/Google Sheets proficiency
* Detail oriented, organized, and professional
* Experience performing administrative duties an asset

**Application Requirements:** Application Form, Resume, and Cover Letter outlining ideas for the portfolio

**Finance Portfolio**

### **Position: Associate, Merchandise**

**Direct Supervisor:** VP Finance & Administration

**Compensation:** Up to $1000/Year (dependent on performance)

**Position Description:**

The Merchandise Associate is responsible for overseeing the operations of

the HUCSC merchandise: acting first and foremost as a resource to the

student body, while also ensuring all operations are maintained. Expertise

with regards to e-commerce, merchandise design, and order processing is

expected. This individual will be fundamental in facilitating ongoing

involvement from the VP Finance.

**Key Responsibilities:**

* Work as a touchpoint between the Beaver Dam and the Finance portfolio by providing recommendations for merchandise orders
* When necessary, act as a proxy for the VP Finance for meetings of Huron College committees or USC roundtables
* Take a lead role in the management of Merchandise
  + Attend Huron College and HUCSC events throughout the year, selling merchandise from the Square system
  + Manage E-Commerce website
  + Maintain an inventory record and follow restocking protocols
  + Consult students and sales data to recommend future products
* Perform various administrative tasks pertaining to products sold at the request of the VP Finance
* Understand and follow HUCSC branding guidelines
* Keep close connections with Communications portfolio

**Relevant Skills:**

* Independent worker
* Organized and responsible
* Strong design skills an asset
* Enthusiastic with a strong work ethic
* E-Commerce / Website Design Experience
* POS and Inventory Management experience
* Smart Serve considered an asset

**Application Requirements:** Application Form, Resume, Cover Letter, Art/Merch Design Portfolio (Optional, but compliments your application)

**Finance Portfolio**

### **Position: Associate, Clubs /AVP Clubs**

**Direct Supervisor:** VP Finance & Administration

**Compensation:** Up to $1000/Year (dependent on performance)

**Position Description:**

The Clubs Associate is responsible for overseeing the operations of

the HUCSC Clubs Portfolio. Coordinating with clubs executives to complete mid and end-of-year reports, acting as a resource to clubs on an ongoing basis and ensuring club operations run smoothly. Additionally, scheduling and facilitating Clubs Governance Committee (CGC) meetings.

**Key Responsibilities:**

* Act as a resource to club executives by answering questions and providing reminders of deadlines for document submission.
* Schedule and facilitate CGC meetings dealing with club business.
* Provide oversight during clubs week and ensure each club is in regular attendance.
* Perform various administrative tasks pertaining to the clubs portfolio.
  + Reviewing club budgets and constitutions.
* Working with VPFA on various clubs related initiatives.

**Relevant Skills:**

* Excellent work ethic
* People person
* Strong communication an asset
* Familiarity with basic finance and accounting procedures
* Microsoft Excel/Google Sheets proficiency
* Detail oriented, organized, and professional
* Experience performing administrative duties an asset

**Application Requirements:** Application Form, Resume, and Cover Letter outlining ideas for the role or what/how do you hope to improve the position this year

**Finance Portfolio**

### **Position: Clubs Coordinator**

### Direct Supervisor: VP Finance & Administration

### Compensation: Up to $500/Year (dependent on performance)

### **Position Description:**

### The Clubs Support Coordinator plays a crucial role in assisting the Clubs Associate in the management and coordination of various clubs governed by HUCSC. This position involves providing administrative support, facilitating communication between club executives, and ensuring the smooth functioning of clubs within the HUCSC framework.

### **Key Responsibilities:**

* Administrative Support: Assist club executives and the coordinator with administrative tasks, including document submissions, event planning, and record keeping.

### Communication Liaison: Act as a primary point of contact for club executives, addressing their inquiries, providing guidance, and ensuring they adhere to HUCSC guidelines and deadlines.

### Club Meetings: Coordinate and schedule club meetings, ensuring regular attendance and adherence to agendas. Take meeting minutes and assist in follow-up actions.

### Documentation Oversight: Review and maintain club budgets, constitutions, and reports to ensure compliance with HUCSC regulations and guidelines.

### Collaboration: Collaborate with the Clubs Associate on various club-related initiatives, including event planning, budgeting, and policy development.

### **Relevant Skills:**

### Team Player: Ability to work effectively within a team and collaborate with diverse club executives and committee members.

### Strong Communication: Excellent verbal and written communication skills to convey information clearly and professionally.

### Organizational Skills: Detail-oriented with strong organizational skills to manage multiple club-related tasks and deadlines.

### Administrative Experience: Experience in performing administrative duties is an asset, demonstrating proficiency in document management and record-keeping.

### Basic Finance Knowledge: Familiarity with basic finance and accounting procedures to assist clubs in managing their budgets.

### **Application Requirements:** Application Form, Resume, and Cover Letter

**Finance Portfolio**

### **Position: Partnerships & Sponsorships Coordinator**

**Direct Supervisor:** VP Finance & Administration

**Compensation:** Up to $500/Year (dependent on performance)

**Position Description:**

The Partnerships and Sponsorships Coordinator is a vital role within the finance portfolio of HUCSC. This position focuses on establishing and maintaining both external and internal partnerships for HUCSC-hosted events, Beaver Dam, Merchandising, Clubs and other areas of the Student Council. The primary objective of this role is to bring in new opportunities through collaborative ventures, sponsorships, and partnerships, thereby enhancing the overall student experience.

**Responsibilities:**

* Partnership Development: Identify and establish strategic partnerships with external organizations, local businesses, and sponsors to support HUCSC events, initiatives, and projects. Foster strong relationships with current partners and sponsors, ensuring their continued engagement and support. Collaborate with internal stakeholders to identify partnership opportunities within the university community, such as academic departments, student organizations, and clubs.
* Sponsorship Acquisition: Research and approach potential sponsors to secure financial and in-kind sponsorships for HUCSC events and initiatives. Develop persuasive sponsorship proposals and presentations, highlighting the benefits and value of partnering with HUCSC. Negotiate sponsorship agreements and contracts, ensuring mutually beneficial terms for both parties.
* Event Support and Coordination: Collaborate with the Events Committee to align sponsorships and partnerships with event objectives and requirements. Provide support in planning and executing events, ensuring the fulfillment of sponsorship obligations and maximizing the sponsor's visibility and impact. Coordinate with sponsors and partners to ensure proper branding, logo placement, and recognition at events.
* Internal Partnerships: Work closely with various committees and teams within HUCSC to identify partnership opportunities that align with their goals and initiatives. Facilitate collaborations between HUCSC and other student organizations, academic departments, and university entities. Support internal teams in leveraging partnerships to enhance their programs and events.
* Relationship Management: Serve as the primary point of contact for partners, sponsors, and stakeholders, building and maintaining strong relationships. Regularly communicate with partners to provide updates, express gratitude, and gather feedback. Conduct post-event evaluations and reports, highlighting the impact of partnerships and sponsorships.

**Relevant Skills:**

* Flexibility and willingness to work on a variety of projects
* Familiarity with basic finance and accounting procedures
* Microsoft Excel/Google Sheets proficiency
* Demonstrated experience in partnership development, sponsorships, or fundraising
* Strong communication and interpersonal skills to effectively engage with sponsors, partners, and stakeholders
* Excellent negotiation and persuasion abilities to secure sponsorships and partnerships
* Proactive and results-oriented approach, with the ability to work independently and meet deadlines
* Strong organizational and project management skills to handle multiple initiatives simultaneously
* Familiarity with event planning and execution processes.
* Knowledge of the student council system, university environment, and student engagement is preferred

**Application Requirements:** Application Form, Resume, Cover Letter addressed appropriately.

**Finance Portfolio**

### **Position: Beaver Dam Bartender**

**Direct Supervisor:** VP Finance & Administration

**Compensation:** $17.20/hr

**Position Description:**

To assist the VP Finance & Administration and Beaver Dam manager in ensuring the proper opening and closing of the Beaver Dam each day as well as, serving patrons food, drink (alcoholic and nonalcoholic) and merchandise responsibly.

**Key Responsibilities:**

* Open/close Beaver Dam and Student Activity Center
* Ensure all doors/gates are locked at EOD
* Serve patrons food, drink (alcoholic and non-alcoholic) and merchandise responsibly
* Ensure no unsupervised persons have access to the Beaver Dam or SAC area while working
* Any other key holding bartender responsibilities

**Relevant Skills:**

* Previous bartending/hospitality experience
* Previous experience taking inventory
* Collaborative work ethic and leadership skills
* Excellent organizational and critical thinking skills
* Communicates effectively through written and oral mediums
* Enthusiasm and passion for Huron and the position
* Ability to take direction and initiative

**Application Requirements:** Application Form, Resume, Cover Letter and Smart Serve

**Please submit the application form and additional application requirements to** [**vpfinance@myhuron.ca**](mailto:vpfinance@myhuron.ca) **and cc** [**operations.beaverdam@myhuron.ca**](mailto:operations.beaverdam@myhuron.ca) **in the email**

**Student Events Portfolio**

### **Position: Associate Vice President, Social Events**

**Direct Supervisor:** VP Student Events

**Compensation:** Up to $1000/Year (dependent on performance)

**Position Description:**

To assist the VP Student Events in planning various social campaigns and events throughout the academic year, prioritizing the implementation of diverse and well-conceived programming for the Huron student body.

**Key Responsibilities:**

* Act as an assistant to the VP Student Events in the implementation of student programming, by completing administrative tasks to effectively achieve the goals of the portfolio and acting as a representative of the portfolio when the VP Student Events is unavailable.
* Provide input regarding the allocation of funds in the VP Events budgeting process when needed.
* Provide secondary support to coordinators and commissioners who need assistance in planning the details of their events.
* Conduct research to determine the feasibility of new student programming when necessary.
* Complete an interim report at the end of the fall academic term and a final report at the end of the winter academic term.

**Relevant Skills:**

* Collaborative work ethic and leadership skills
* Excellent organizational and critical thinking skills
* Communicates effectively through written and oral mediums
* Enthusiasm and passion for Huron and the position
* Ability to take direction and initiative
* Prior event planning and project management experience

**Application Requirements:** Application Form, Cover Letter, and Resume

**Student Events Portfolio**

### **Position: Associate Vice President, Academic Events**

**Direct Supervisor:** VP Student Events

**Compensation:** Up to $1000/Year (dependent on performance)

**Position Description:**

To assist the VP Student Events in planning various academic campaigns and events throughout the academic year, prioritizing the implementation of diverse and well-conceived programming for the Huron student body.

**Key Responsibilities:**

* Act as an assistant to the VP Student Events in the implementation of student programming, by completing administrative tasks to effectively achieve the goals of the portfolio
* Attend meetings with or in place of VPSE.
* Reach out to academic clubs and see if they are interested in collaborating on academic events.
* Provide input regarding the allocation of funds in the VP Events budgeting process when needed.
* Provide secondary support to coordinators and commissioners who need assistance in planning the details of their events.
* Conduct research to determine the feasibility of new student programming when necessary.
* Maintain contact with GA Representatives and department clubs.
* Coordinate at least one event within each department.
* Complete an interim report at the end of the fall academic term and a final report at the end of the winter academic term.

**Relevant Skills:**

* Collaborative work ethic and leadership skills
* Excellent organizational and critical thinking skills
* Communicates effectively through written and oral mediums
* Enthusiasm and passion for Huron and the position
* Ability to take direction and initiative
* Prior event planning and project management experience
* Previous experience in working with academic clubs is an asset

**Application Requirements:** Application Form, Cover Letter, and Resume

**Student Events Portfolio**

### **Position: Huron Ball and Graduation Banquet Coordinators (2)**

**Direct Supervisor:** VP Student Events

**Compensation:** Up to $500/year (dependent on performance)

**Position Description:**

With assistance from the VP Student Events, will oversee the planning and execution of the Huron Ball and Graduation Banquet, the largest formal events at Huron.

**Key Responsibilities:**

* To successfully plan and execute the Huron Ball in November, with assistance from the VP Student Events.
* To successfully plan and execute the Graduation Banquet in March, with assistance from the VP Student Events.
* Collaborate with and lead a committee of 5-10 leading up to the event.
* Work with administration, the VP Communications, and other stakeholders of these events to ensure proper support and collaboration from these channels.
* Maintain communication with external vendors required for event organization
* Individually complete a feedback report following the event, assessing the overall experience in planning and executing the event
* Begin planning and organizing details of these events in the summer

**Relevant Skills:**

* Collaborative work ethic
* Excellent organizational and critical thinking skills
* Communicates effectively through written and oral mediums
* Enthusiasm and passion for Huron and the position
* Ability to take direction and initiative
* Prior event planning and project management experience

**Application Requirements:** Application Form, Cover Letter, and Resume

**Student Events Portfolio**

### **Position: Fashion Show Coordinator**

**Direct Supervisor:** VP Student Events

**Compensation:** Up to $500/year (dependent on performance)

**Position Description:**

With assistance from the VP Student Events, will oversee the planning and execution of the Huron Fashion Show, a large event at Huron.

**Key Responsibilities:**

* To successfully plan and execute the Huron Fashion Show in March, with assistance from the VP Student Events.
* Create and lead a committee of 15-25 leading up to an event.
* Work with necessary stakeholders to ensure proper support and collaboration from these channels.
* Coordinate meetings with a team of MUA, models, and designers leading up to the event
* Individually complete a report following the event, assessing the overall experience in planning and executing the event, as well as outlining recommendations for future coordinators holding this position.

**Relevant Skills:**

* Collaborative work ethic
* Excellent organizational and critical thinking skills
* Communicates effectively through written and oral mediums
* Enthusiasm and passion for Huron and the position
* Ability to take direction and initiative
* Prior event planning and project management experience

**Application Requirements:** Application Form, Cover Letter, and Resume

**Student Events Portfolio**

### **Position: Frost Week Commissioner**

**Direct Supervisor:** VP Student Events and AVP Social Events

**Compensation:** Not eligible for compensation

**Position Description:**

With assistance from the VP Student Events, will oversee the planning and execution of the Huron Frost Week, a week full of events and activities at Huron.

**Key Responsibilities:**

* To successfully plan and execute the Huron Frost Week in January, with assistance from the VP Student Events.
* Create a comprehensive schedule of events that can include on and off-campus activities.
* Work with administration, the VP Communications, and other stakeholders of these events to ensure proper support and collaboration from these channels.
* Individually complete a feedback report following the event, assessing the overall experience in planning and executing the event.

**Relevant Skills:**

* Collaborative work ethic
* Excellent organizational and critical thinking skills
* Communicates effectively written and orally
* Enthusiasm and passion for Huron and the position
* Ability to take direction and initiative
* Prior event planning and project management experience

**Application Requirements:** Application Form and Resume

**Student Events Portfolio**

### **Position Opening: HK Relay4Life Chair (1)**

**Direct Supervisor:** VP Student Events

**Compensation:** Not eligible for compensation.

**Position Description:**

To assist the VP Student Events from Huron and Kings, to host HK Relay4Life events throughout the year, in specific the overall relay hosted at Kings' campus. This position will include working directly with the Canadian Cancer Society, brainstorming and executing fundraising tactics, and planning events.

**Key Responsibilities:**

* To attend mandatory training for Relay4life with the other commissioners from a representative from the Canadian Cancer Society.
* To successfully plan and execute Relay4Life events, working alongside other chairs from Kings’ campus.
* Create and lead a committee of 15-25 with the other chairs leading to the events to ensure proper support and collaboration from these channels.
* Individually complete a report following the event, assessing the overall experience in planning and executing the event, as well as outlining recommendations for future commissioners holding this position.

**Relevant Skills:**

* Collaborative work ethic
* Excellent organizational and critical thinking skills
* Communicates effectively through written and oral mediums
* Enthusiasm and passion for Huron and the position
* Ability to take direction and initiative
* Prior event planning and project management experience

**Application Requirements:** Application Form and Resume

**Student Affairs Portfolio**

# **Position: Student Affairs Associate**

**Direct Supervisor:** VP Student Affairs

**Compensation:** Up to $1000/Year (dependent on performance)

**Position Description:**

The Student Affairs Associate will act as an assistant to the Vice President Student Affairs (VPSA). The Associate will help conduct independent research, support the Feedback Coordinator in conducting feedback from Huron’s student body, and assist with various administrative tasks.

**Key Responsibilities:**

* Aid the VPSA in day-to-day tasks
* Undertake and lead large projects with freedom to implement creative solutions
* Maintain relationships with key stakeholders
* Complete administrative tasks such as Newsletter Updates, GA slides, Doodle polls, etc. for final approval by the VPSA
* Facilitate communication between Wellness and Equity teams, and oversee the sustainability, feedback, student opportunity, and academic commissioners
* Assist the VPSA in writing policy and advocacy reports
* Attend meetings with, or in place of the VPSA when necessary, taking detailed minutes
* Maintain communication with Huron Cafeteria, clubs commissioner and VP Advocacy in Housing Council, collecting feedback and delivering briefs to respective stakeholders
* Act as a liaison with administration on initiatives the portfolio pursues
* Complete an interim report at the end of the fall academic term and a final report at the end of the winter academic term

**Relevant Skills:**

* Excellent team leadership skills
* Positive attitude and ability to motivate a team
* Communication skills, writing skills, research skills
* Willing to be adaptable to situations

**Application Requirements:** Application Form, Resume, and Cover Letter outlining your goals for the position and portfolio

**Student Affairs Portfolio**

# **Position: Wellness Associate**

**Direct Supervisor:** VP Student Affairs

**Compensation:** Up to $1000/Year (dependent on performance)

**Position Description:**

The Wellness Associate will be responsible for mental health & wellbeing advocacy on campus. Responsibilities will include leading a team of wellness commissioners, communicating and collaborating with the Huron Wellness team, collecting feedback from the student body, and creating mental health resources for students.

**Responsibilities:**

* Collect feedback from Huron students regarding mental health support and delivering the feedback in a professional format to relevant community stakeholders
* Work with the VPSA to create mental health and wellbeing resources and supports for Huron students
* Raise awareness for and improve existing mental health supports
* Seek collaborative opportunities with clubs, administration, Wellness Peer Educators, and General Assembly Representatives to run initiatives which benefit Huron students
* Direct a team of Wellness Commissioners to create engaging programming
* Complete an interim report at the end of the fall academic term and a final report at the end of the winter academic term

**Relevant Skills**

* Excellent research and communication skills
* Enthusiasm and passion for improving mental health resources at Huron
* Strong interpersonal skills

**Application Requirements:** Application Form, Resume, and Cover letter outlining your goals for the position

**Student Affairs Portfolio**

# **Position: Equity Associate**

**Direct Supervisor:** VP Student Affairs

**Compensation:** Up to $1000/Year (dependent on performance)

**Position Description:**

The Equity Associate will be responsible for equity-related advocacy on campus. Responsibilities will include leading a team of equity commissioners, communicating and collaborating with administration on equity-related matters, collecting feedback from the student body, and creating support and resources for students.

**Key Responsibilities:**

* Collect feedback from Huron students on matters pertaining to Equity, Accessibility, Diversity, Inclusion and Decolonization
* Assist the VPSA in conducting regular community consultations (at Huron, Western, and the London community) on EDI initiatives
* Research advocacy initiatives of affiliate colleges and USC
* Communicate and collaborate with external stakeholders including guest speakers, organizations, administration, student leaders, and clubs
* Work with a team of equity commissioners and delegates, and chair an EDI committee
* Develop engaging and educational programming for students including workshops, panels, speakers, mixers, etc.
* Assist with regular Conversation Circles by developing questions, synthesizing transcripts, and selecting student facilitators
* Demonstrate a strong commitment to anti-racism and developing actionable goals for the HUCSC
* Complete an interim report at the end of the fall academic term and a final report at the end of the winter academic term

**Relevant Skills**

* Excellent research and communication skills
* Enthusiasm and passion for equity
* Strong research skills

**Application Requirements:** Application Form, Resume, and Cover letter outlining your goals for the position

**Student Affairs Portfolio**

# **Position: Student Feedback Coordinator**

**Direct Supervisor:** VP Student Affairs

**Compensation:** Up to $500/Year (dependent on performance)

**Position Description:**

The Student Feedback Commissioner will work with the VPSA and Student Affairs Associate to compile feedback from students regarding all matters of student life. The coordinator will work closely with many of the other positions in the Student Affairs portfolio to determine the proper course of action to alleviate student concerns.

**Key Responsibilities:**

* Find creative ways to collect and compile feedback from students on a regular basis, both in person and online
* Analyze student feedback and escalating the feedback to relevant parties
* Assist the portfolio in writing and presenting reports to different stakeholders on campus in support of advocacy initiatives
* Synthesize feedback into policy papers with the assistance of the portfolio
* Increase awareness for existing feedback initiatives
* Assist in the writing of survey, Focus Group and Conversation Circle questions
* Spearhead the development of a survey guide
* Collaborate with different members of the portfolio to ensure that the feedback is acted upon by the relevant stakeholders
* Assist in various administrative tasks including booking spaces, printing QR codes, creating Google Forms
* Spearhead consistent data analysis training

**Relevant Skills:**

* Effective written and oral communication skills
* Experience with different research methods is an asset
* Excellent organizational skills
* Experience with data analysis and data presentation is an asset
* A willingness to talk to a variety students on a regular basis

**Application Requirements:** Application Form, Resume, and Cover letter

**Student Affairs Portfolio**

# **Position: Academic Commissioner**

**Direct Supervisor:** VP Student Affairs

**Compensation:** Not eligible for compensation

**Position Description:**   
The Academic Commissioner will develop and organize initiatives and resources in collaboration with the VPSA and Student Affairs Associate to support students’ academic success and self-advocacy.

**Key Responsibilities:**

* Maintain regular consultation with department representatives to collect feedback on academic concerns.
* Research academic support and advocacy initiatives on main campus, HBK, and on other campuses
* Develop resources to help students better understand academic rights, responsibilities, and other academic policy (ie. appeals, discovery credits, Self-Reported Absences etc.)
* Work with the campus stakeholders to develop academic opportunities and supports (ie. CURL, faculty, students, and administration)
* Determine academic advocacy priorities in collaboration with the Student Affairs Associate and VPSA
* Work with the Communications portfolio to ensure that all academic opportunities are adequately advertised.
* Engage with the academic caucus to discuss academic issues and collect regular feedback.

**Relevant Skills:**

* Collaborative work ethic
* Strong research skills
* Project management skills
* Effective written and oral communication skills

**Application Requirements:** Application Form and Resume

**Student Affairs Portfolio**

# **Position: Student Opportunity Commissioner**

**Direct Supervisor:** VP Student Affairs

**Compensation:** Not eligible for compensation

**Position Description:**

The Student Opportunity Commissioner will work with the VPSA and Student Affairs Associate to research and develop initiatives to support students’ access to various opportunities, with an emphasis on volunteer work and community engagement.

**Key Responsibilities:**

* Collect feedback on students' social and financial needs
* Plan and execute charity/awareness initiatives and workshops that have been approved by the VP of Student Affairs, linked to the monthly themes.
* Collaborate with the Career Development team to share volunteer and work opportunities for students, collaborating on promotion
* Work with the selected charity organizations to further student engagement and educate students about their mission and mandate
* Research additional opportunities, synthesize findings into briefs to be pitched to Career Development

**Relevant Skills:**

* Collaborative work ethic
* Effective written and oral communication skills
* Passion for community engagement and support
* Excellent research skills

**Application Requirements:** Application Form and Resume

**Student Affairs Portfolio**

# **Position: Equity Commissioners (1)**

**Direct Supervisor:** VP Student Affairs

**Compensation:** Not eligible for compensation

**Position Description:**

The Equity commissioners will work with the VPSA and Equity Associate to conduct research and implement programming from an intersectional lens to support equity-denied groups on campus (ie. LGBTQIA+ students, BIPOC, women and gender oppressed people, disabled students, religious and ethnic groups).

**Key Responsibilities:**

* Collect feedback from the student body on their needs and concerns around equity issues
* Research initiatives on Western, HBK, and other campuses to learn about initiatives, assess best practices, and develop new projects
* Work with the Equity associate and other commissioners to determine advocacy priorities for the portfolio
* Work on advocacy initiatives with different Huron stakeholders (ie., students, administration, clubs,  and faculty)
* Develop initiatives to support and foster equity and safe, inclusive spaces on Huron’s campus
* Assist the Equity Associate in advocacy initiatives to implement recommendations from the 2019 Equity report, and similar equity-related documents.

**Relevant Skills:**

* Effective written and oral communication skills
* Excellent research and organizational skills
* Able to to work in a collaborative environment
* Ability to summarize information into written briefs

**Application Requirements:** Application Form and Resume

**Student Affairs Portfolio**

# **Position: Wellness Commissioner (1)**

**Direct Supervisor:** VP Student Affairs

**Compensation:** Not eligible for compensation

**Position Description:**

The Wellness Commissioner will work with the VP Student Affairs and Wellness Associate to improve mental health resources and initiatives on campus. The commissioners will also run programming to increase awareness of said resources among Huron students.

**Key Responsibilities:**

* Collaborate with Huron’s wellness team, clubs, and other campuses on campus to create wellness programming for both mental and physical wellness.
* Plan wellness related programming under the direction of the Wellness Associate
* Work with the HUCSC Wellness team, Huron Wellness, Clubs, and the Huron Administration to determine students' mental health advocacy priorities and increase programming and resources made available and advertised during particularly stressful periods.
* Work with the VP Student Affairs on advocacy initiatives to implement recommendations from the 2019 Equity report, and similar equity-related documents.

**Relevant Skills:**

* Strong research ability
* Enthusiasm and passion for improving mental health resources at Huron
* Strong teamwork and interpersonal communication skills

**Application Requirements:** Application Form and Resume.

**Communications Portfolio**

# **Position: Associate Vice President, Marketing & Promotions**

**Direct Supervisor:** VP Communications

**Compensation:** Up to $1000/Year (dependent on performance)

**Position Description:**

As the AVP of Marketing & Promotions, you'll drive initiatives to boost our campus presence, student engagement, and community outreach. We're seeking a creative and enthusiastic leader passionate about enhancing student experiences and promoting our student council's mission.

**Key Responsibilities:**

* Develop and execute marketing strategies to promote student events and affairs initiatives.
* Oversee the creation of visually compelling marketing materials, including social media graphics.
* Utilize social media platforms (e.g., Instagram, Facebook, LinkedIn) to amplify student council messaging, engage with students, and build the online community.

**Relevant Skills:**

* Proficiency in graphic design software (e.g., Adobe Creative Suite or Canva)
* Proficiency in written and verbal communication skills for engaging with diverse student populations, clubs, and external partners
* Familiarity with social media platforms is preferred.
* Strong organizational and project management skills to plan, coordinate, and execute marketing initiatives within deadlines.
* Collaborative approach to working within a team, with student leaders and external stakeholders

**Application Requirements:** Application Form, Resume, Cover Letter outlining two social media content initiatives , and Sample of Past Work

**Communications Portfolio**

# **Position: Associate Vice President, Publications**

**Direct Supervisor:** VP Communications

**Compensation:** Up to $1000/Year (dependent on performance)

**Position Description:**

As the AVP of Publications, you'll lead the execution of various digital publications, including the biweekly newsletter, yearbook, MyHuron blog, and other initiatives such as council presentations, road mapping documentation, and policy papers.

**Key Responsibilities:**

* Oversee the planning, creation, and distribution of the biweekly newsletter
* Manage the production process of the annual yearbook, coordinating with photographers, writers, and designers to capture key moments throughout the academic year.
* Curate and edit content for the MyHuron blog, showcasing student stories, achievements, and campus life stories.
* Lead publication initiatives, policy papers, and other materials as needed to communicate council initiatives.

**Relevant Skills:**

* Proficiency in graphic design software (e.g., Adobe Creative Suite or Canva). Enrolled student at Huron University College with a passion for writing, storytelling, and publication management.
* Strong writing and editing skills
* Project management skills to coordinate multiple publication initiatives simultaneously and meet deadlines.
* Creativity and attention to detail to produce engaging content across digital platforms.
* Collaboration and communication skills to work effectively with contributors

**Application Requirements:** Application Form, Resume, Cover Letter outlining two newsletter content initiatives, and Sample of Past Work

**Communications Portfolio**

# **Position: Associate Vice President, Outreach**

**Direct Supervisor:** VP Communications

**Compensation:** Up to $1000/Year (dependent on performance)

**Position Description:**

As the AVP of Outreach at Huron University College Student Council, you'll spearhead outreach efforts and lead a team of 15 Hype Team members to engage with the student body, promote events, and foster a vibrant campus community.

**Key Responsibilities:**

* Develop and implement outreach strategies to promote student council events, initiatives, and opportunities to the student body
* Lead and manage a team of 15 Hype Team members
* Collaborate with student clubs and campus departments to amplify outreach efforts and foster cross-campus partnerships
* Coordinate campus engagement initiatives by creation of posters, pamphlets, and event flyers
* Help the Events portfolio to increase student participation at events, through Hype Team engagement and initiatives
* Develop engaging outreach video content and utilize social media platforms, particularly Instagram and TikTok

**Relevant Skills:**

* Proficiency in graphic design software (e.g., Adobe Creative Suite or Canva).
* Proficiency in video editing software (e.g., Inshot, iMovie, or CapCut).
* Strong leadership and team management skills
* Communication and interpersonal skills, both verbal and written
* Creativity and innovation in developing outreach strategies and promotional content
* Organizational and multitasking abilities to coordinate multiple outreach activities
* Collaboration and teamwork skills to work effectively with Hype Team members, student leaders, and campus stakeholders.

**Application Requirements:** Application Form, Resume, Cover Letter outlining two hype team content initiatives, and Sample of Past Work

**Communications Portfolio**

# **Position: Social Media Coordinator**

**Direct Supervisor:** VP Communications

**Compensation:** Up to $500/Year (dependent on performance)

**Position Description:**

The Social Media Coordinator will assist the VP Communications and AVP Marketing & Promotions to manage and execute social media strategies across various platforms to enhance brand awareness, engage audiences, and drive traffic to digital platforms. The Coordinator will be responsible for following an overarching branding and marketing strategy for the success of HUCSC content. The Coordinator will be responsible for establishing a schedule, creating content, and managing the HUCSC digital media presence.

**Key Responsibilities:**

* Primarily focused on digital marketing and content creation across various social media platforms.
* Assist the AVP Marketing and Promotions in implementing social media strategies and creating compelling content.

**Relevant Skills:**

* Proficiency in graphic design software (e.g., Adobe Creative Suite or Canva).
* Strong written communication skills.
* Creativity and a keen understanding of trends.
* Ability to multi-task and prioritize.

**Application Requirements:** Application Form, Resume, Cover Letter and Sample of Past Work

**Communications Portfolio**

# **Position: Publications Coordinator**

**Direct Supervisor:** VP Communications

**Compensation:** Up to $500/Year (dependent on performance)

**Position Description:**

The Publications Coordinator will be working with the Vp Communications and AVP Publications to help implement a biweekly HUCSC newsletter, a monthly MyHuron blog, and an annual yearbook. They will work towards setting templates and consistent branding for the newsletter and yearbook that will be used throughout the year. The coordinators will work closely with the photographers on the portfolio to ensure effective event promotion in the bi-weekly newsletter and attractive recounting of past events occurs. They will assist the VP and the Logistics Associate in the creation and compilation of content for the yearbook which will be sold to the graduating class at the end of the academic year and work towards putting in informative and engaging content with the team on all aspects of life as a Huron student

**Key Responsibilities:**

* Assist the AVP Publications in planning, creation, and distribution of the biweekly newsletter
* Assist the AVP Publications in editing content for the MyHuron blog
* Coordinating the production process of the annual yearbook

**Relevant Skills:**

* Time management and organization skills
* Ability to take direction and initiative
* A desire to learn, suggest, and implement creative ideas
* Good teamwork skills and appreciation for collaboration
* Prior experience in content creation using Canva, Photoshop, Squarespace or similar platforms to be able to work on design and creation of content

**Application Requirements:** Application Form, Resume, Cover Letter, and Sample of Past Work

**Communications Portfolio**

# **Position: Beaver Dam Coordinator**

**Direct Supervisor:** VP Communications

**Compensation:** Up to $500/Year (dependent on performance)

**Position Description:**

The Coordinator will take primary charge of all promotion/social media content related to The Beaver Dam. The Coordinator will work alongside the Beaver Dam Manager and Finance portfolio. The Coordinator will be responsible for following an overarching branding and marketing strategy for the success of Beaver Dam content (@thebeaverdam). The Coordinator will be creatively involved and encouraged to share ideas on increasing marketing success and engagement.

**Key Responsibilities:**

* Brainstorm, create, and manage content for Beaver Dam's social media
* Collaborate with the Beaver Dam Assistant Manager and Finance portfolio to implement marketing initiatives
* Slide decks for Beaver Dam and events in the dam

**Relevant Skills:**

* Proficiency in graphic design software (e.g., Adobe Creative Suite or Canva).
* Written Communication and interpersonal skills
* Creativity and innovation in developing outreach strategies and promotional content
* Organizational and multitasking abilities to coordinate multiple Beaver Dam activities

**Application Requirements:** Application Form, Resume, Cover Letter, Smart Serve, Sample of Past Work

**Communications Portfolio**

# **Position: Website Coordinator**

**Direct Supervisor:** VP Communications

**Compensation:** Up to $500/Year (dependent on performance)

**Position Description:**

The Website Coordinator will be responsible for updating and maintaining the HUCSC website (myhuron.ca). They will assist the VP Communications in website turnover and review throughout the summer. Throughout the academic year, they will be responsible for maintaining the website and updating information for students to keep up with upcoming events and activities. The Coordinator will be responsible for managing photos on the website, creating posting schedules, gathering content, and editing when required. Applicants should have an understanding of successful branding and efficient communication in order to make the website as effective as possible. They will work directly with the VP Communications and at times numerous members of the HUCSC and broader Huron community.

**Key Responsibilities:**

* Website turnover, including but not limited to, contact pages, document storage, club directory, general branding, etc.
* Review and update the website information including the calendar with upcoming events planned by the HUCSC
* Maintaining the website, utilizing the platform’s marketing capabilities.
* Management of the HUCSC blog.
* Taking directive from the Vice President of Communications.

**Relevant Skills:**

* Time management and organization skills
* General writing and editing aptitude
* Ability to take direction and initiative
* A desire to learn, suggest, and implement creative ideas
* Full or Part time Huron student in 2023-2024

\*Computer science background is not required.

**Application Requirements:** Application Form, Resume, and Cover Letter

**Communications Portfolio**

# **Position: Graphic Designer**

**Direct Supervisor:** VP Communications

**Compensation:** Up to $500/Year (dependent on performance)

**Position Description:**

As a graphic designer, you will be assisting in the creation of designs for various projects. With guidance from AVP Publications and AVP Marketing and Promotions, you will be responsible for creating designs for the newsletter, yearbook, and social media posts.

**Key Responsibilities:**

* Assist in the creation of graphics for marketing materials, including social media posts, banners, flyers, and pamphlets.
* Collaborate with the team to brainstorm ideas and concepts for projects.
* Help maintain brand consistency across all design projects

**Relevant Skills:**

* Knowledge of graphic design software such as Adobe Photoshop, Illustrator, or InDesign.
* Ability to work independently and as part of a team, with strong communication skills.
* Time management skills to meet deadlines in a fast-paced environment.
* Creativity and attention to detail

**Application Requirements:** Application Form, Resume, and Sample of Past Work

**Communications Portfolio**

# **Position: Video Coordinator**

**Direct Supervisor:** VP Communications

**Compensation:** Up to $500/Year (dependent on performance)

**Position Description:**

The Video Coordinator will work alongside the VP Communications to produce video content for the student body throughout the year. This will include video content of events, day-to-day Huron content, and planned segments/initiatives. The Video Coordinator will also assist with other video-content initiatives where needed, such as advocacy content, operations updates, etc. The Video Coordinator will be working with the VP Communications, as well as other members of the Communications portfolio such as the Hype Team where collaboration is needed.

**Key Responsibilities:**

* Produce video content at events, on-campus happenings, and additional HUCSC specific content.
* Editing footage for the final product.
* Having an opportunity to implement new and creative ideas.
* Taking the HUCSC branding into consideration creatively.

**Relevant Skills:**

* Experience with film or videography (equipment is provided by HUCSC).
* Video editing efficiency
* Time management and organization skills
* Ability to take direction and initiative
* A desire to learn, suggest, and implement creative ideas

**Application Requirements:** Application Form, Resume, and Sample of Past Work

**Communications Portfolio**

# **Position: Photographer (2)**

**Direct Supervisor:** VP Communications

**Compensation:** Up to $500/Year (dependent on performance)

**Position Description:**

The photographer will take primary charge of photography content for the HUCSC. They will work alongside the Vice President of Communications to coordinate events which require photographs. During each event, the photographer will be responsible for finding photo opportunities and compiling images. After the event, they will complete any editing that is required for the content collected.

**Key Responsibilities:**

* Brainstorm photo content and opportunities for photo collection
* Take photos during events and other HUCSC initiatives
* Fulfill any editing required for photos
* Take directive from the Vice President of Communications

**Relevant Skills:**

* Time management and organization skills
* Ability to take direction and initiative
* Ability to work independently and find photo opportunities within event
* A desire to learn, suggest, and implement creative ideas
* Prior photography experience for non-personal accounts (business, organization, etc.)
* Prior experience and understanding of photo editing

**Application Requirements:** Application Form, Resume, and Sample of Past Work

**Communications Portfolio**

# **Position: Hype Team (7)**

**Direct Supervisor:** VP Communications

**Compensation:** Not eligible for compensation

**Position Description:**

**​​**Acting as a liaison between the council and student body, the HUCSC Hype Team is a group of students with diverse interests and backgrounds who work to increase engagement within the Huron community. Working as a Hype Team member is both a creative and interactive role. However, experience in these areas is not required; enthusiasm, openness, and the ability to communicate and socialize are the ideal traits for candidates.

**Key Responsibilities:**

* Create video content on selected topics for use on social media platforms such as Instagram and Tiktok
* Assist the Events team at booths and events to spark interaction, host giveaways, introduce guests, have interviews with students and get ideas of the content students want to see on campus

**Relevant Skills:**

* Social media familiarity
* Collaborative work ethic and leadership skills
* Diligent with deadlines
* Ability to communicate effectively through digital content
* Ability to communicate effectively with other students and be engaging, outgoing individuals to verbally promote HUCSC events
* Comfort with speaking to small or large groups
* Creativity
* Enthusiasm and passion for Huron and the position
* Ability to take direction and initiative

**Application Requirements:** Application Form, Resume

**Speaker Portfolio**

### **Position: Chief Returning Officer (CRO)**

**Direct Supervisor:** Speaker

**Compensation:** Up to $1000/Year (dependent on performance)

**Position Description:**

The Chief Returning Officer is responsible primarily for administering the HUCSC elections during the fall (September), winter (January), and spring (March) election periods in accordance with the HUCSC Elections Policy. The CRO must be a skilled communicator prepared to collaborate with all branches of the student government and uphold ethics policies.

**Key Responsibilities:**

* Preparing and releasing nomination forms at the beginning of each election period in close collaboration with the VP of Communications.
* Chairing an All Candidates Meeting at the beginning of each election period to ensure every candidate understands the regulations and expectations of the HUCSC Elections Policy and the important dates of the election in question.
* Chairing Elections Committee meetings as needed throughout the election periods to hear any grievances from candidates or mitigate any issues in the election process.
* Moderating both public and in-council debates as required by the HUCSC Elections Policy.
* Collaborating with the Huron registrar and USC IT department to create secure online ballots through SimplyVoting.
* Reevaluate elections policy and work with the GA to put forward amendments to the General Assembly.
* Meet with the speaker to discuss updates and objectives.
* Candidates must be comfortable with Google Drive and Microsoft Office.
* Candidates must have time management skills as preparation for elections should begin at least a month in advance.

**Relevant Skills:**

* Strong respect for the integrity and confidentiality of the election process.
* Communicate complex information clearly and effectively promptly.
* Respond to questions directly, with no room for interpretation or confusion, promptly.
* Decision-making under pressure and time constraints.
* Previous knowledge of the HUCSC Elections Policy an asset but not required.

**Application Requirements:** Application Form, Resume, and Cover Letter

**Speaker Portfolio**

### **Position: Governance Coordinator**

**Direct Supervisor:** Speaker

**Compensation:** Up to $500/Year (dependent on performance)

**Position Description:**

The Governance Commissioner will be a resource for all members of council, being available to consult on policy and governance matters. The commissioner will work with councilors to craft, amend and update policy.

**Key Responsibilities:**

* Assisting the members of council to interpret policy.
* Working with the VP Communications to update the website with all policy changes that occur over the year.
* Crafting, amending and updating HUCSC policies.
* Attending general assembly meetings as needed throughout the year
* Complete an interim report at the end of the fall academic term and a final report at the end of the winter academic term.

**Relevant Skills:**

* Attention to detail, through inspection skills.
* Understanding of long-term ramifications of policy.
* Familiarity with HUCSC governance structure.
* Open-minded, ‘Can-do’ attitude to potential policy changes.
* Ability to effectively communicate complex ideas.
* Experience working with and crafting policy is an asset, but not required.

**Application Requirements:** Application Form and Resume