Position Title: Blog Assistant Editor (International & Exchange Student Centre)

Position Summary:
The International and Exchange Student Centre (IESC) is a department of Western International, which offers a full range of programs and services to support international students during their stay at Western.

To assist in the production of content for the International Connections blog. This blog provides information regarding life in Canada and at Western and highlights international and exchange student experiences.

What will you gain from this role?
- Develop and enhance interpersonal skills.
- Gain experience in blog production, writing, and editing.
- Gain experience in creative writing.
- Attain personal satisfaction and growth being involved in a helping capacity.
- Contribute to the enhancement of the international student community and awareness of diversity at Western.
- Receive feedback via a midterm performance review.
- Recognition through Western’s Co-curricular Record.

Key Responsibilities:
- Provide input and ideas on useful, engaging, and relevant blog posts.
- Research and write articles for the blog.
- Liaise with IESC volunteers and participants to solicit comments, information, and anecdotes as needed.
- Actively participate in IESC events in order to report first-hand observations and interactions.
- Solicit contributors for posts, stories, pictures, etc.
- Assist with the layout, editing, and promotion of the blog.
- Meet regularly with position supervisor and other Blog Assistant Editors.

Position Requirements:
- Senior student with strong communication and interpersonal skills.
- Cross-cultural awareness, understanding, and sensitivity.
- Initiative, self-motivation, and enthusiasm.
- Ability to work under minimal supervision and meet strict deadlines.
- Interest in promoting an awareness of multiculturalism at Western.
- Computer skills (familiarity and experience with blog platforms).
- Excellent team player.
- Familiarity with IESC programs and services.
- Strong writing skills.
WESTERN PEER LEADER (WPL) PROGRAM REQUIREMENTS:

- Complete four mandatory Human Resources training modules: WHMIS, Health & Safety, Safe Campus, and AODA and the Mental Health Interactive Learning Module.
- Submit a Feedback Form each term and a year-end program evaluation to the WPL Program.

Position Specifics:

Term Length:
One academic year, May 1, 2020 – August 31, 2020

Time Commitment:
- 2-3 hours per week
- Heavier depending on special projects

Training:
- Human Resources online training modules:
  - WHMIS (60-90 min)
  - Health & Safety (45-60 min)
  - Safe Campus (30 min)
  - AODA (45-60 min)
- Mental Health Interactive Learning Module (30 min)
- Position-specific training (arranged by direct supervisor)

Reports to:
Chanra Cragg, International Program Coordinator.

Application Method:
Login to Western Connect, and navigate to the Western Peer Leader posting boards to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the Working at Western website).

Western Values Diversity:
The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officer at ralary@uwo.ca or phone 519.661.1111 (89081).