POSITION TITLE: Learning Peer - Business (Learning Development & Success)

POSITION SUMMARY:
Learning Peers are part of the Learning Development & Success team. They volunteer in the Peer Assisted Learning (PAL) Centre, Room 4139, WSSB. This is a place where students can go to discuss general or course-specific learning concerns with a Learning Peer in a supportive, peer-run environment.

As a Learning Peer for Business, your role is to help students develop learning skills and strategies to succeed at university and to respond to a wide variety of student questions about learning in Business courses as well as other courses (as you are able).

Learning Development & Success (LDS) offers a variety of services to all students at Western, providing support through individual counselling, the PAL Centre and group presentations. The LDS team helps students cope with the demands of post-secondary learning, assisting them in identifying strengths and developing new skills and strategies for success. All services are available for both successful students wanting to maintain their already strong academic standing and those having academic difficulties (learning.uwo.ca).

What will you gain from this role?
- Develop and enhance skills for interpersonal communication, help peers, obtain teaching and leadership experience.
- Gain exposure to and awareness of learning skills counselling issues.
- Enhance awareness of personal learning strategies.
- Attain personal satisfaction and growth from being involved in a helping capacity.
- Receive feedback via a midterm and year-end performance review.
- Obtain recognition through Western’s Co-curricular Record.

KEY RESPONSIBILITIES:
- Work 4 hours per week in the PAL Centre (hours will most likely be divided over two shifts).
- Attend initial training meetings and ongoing professional development meetings.
- Post on the Learning Peers’ OWL discussion forum weekly.
- Attend at least two LDS presentations in the fall term and read learning skills material (or watch videos) for professional development as required.
- Complete reflections periodically throughout the year. One reflection task may include goal setting.
- Promote and maintain a welcoming atmosphere in the PAL Centre.
- When working individually with a student, listen to and understand the student’s questions and concerns (intellectual and emotional) and actively engage in problem solving with the student. (Examples of student questions/concerns: time management, test preparation and test taking, reading strategies, problem-solving, low grades, locating resources, understanding course concepts, etc.).
- Use collaborative strategies to promote learning communities.
- Discuss with supervisor any questions, difficulties, or problems.
POSITION REQUIREMENTS:
- Undergraduate students with a strong interest in learning skills who have taken BUS 1220E. Preference given to applicants who have also taken, and are able to assist students with, BUS 2257.
- Minimum 80% average in undergraduate courses (with a minimum of 75% in BUS 1220E). NOTE: applicants must provide an up-to-date copy of their grade report with their application.
- Strong communication (attending, listening, speaking) and interpersonal skills.
- Good working knowledge of campus resources.
- Problem-solving abilities.

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, September 1, 2020 - April 30, 2021

TIME COMMITMENT:
- 4 hours per week (working in the PAL Centre helping students).
- Approximately 8 hours of LDS training in September.
- Approximately 3-4 hours per month of professional development with LDS.
- 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)

** No commitments during December/April exam periods or the Fall/Winter Reading Weeks.

REPORTS TO:
Learning Development & Success PAL Centre Supervisors.

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).