**Position Title:** Out of Province Student Association Director

**Position Summary:**
The Out of Province Student Association (OPSA) is a unique community of Canadian students from beyond Ontario's borders. The group provides both transitional and ongoing academic and social support for out of province students attending Western University.

As the OPSA Director, you will oversee the day to day operations of the program. You will coordinate the program with a co-director, oversee the Province and Region Coordinators and be responsible for communication with Out of Province Students. You will help to recruit volunteers for the annual call campaign with Undergraduate Recruitment.

The OPSA Director will also work closely with the Transition, Leadership and Enrichment team to complete administrative tasks, create and follow through on initiatives related to program enhancement, facilitate program promotion to the Western community, and help ensure the smooth day-to-day operations of OPSA.

**What will you gain from this role?**
- Recognition through Western’s Co-Curricular Record (wccr.uwo.ca)
- Ability to lead and engage a team of province coordinators
- Being part of a fun and supportive community
- Event management, promotion and project management experience

**What do we ask from you?**
- Coordinate the programming and events for the OPSA wide community
- Support administrative functions for the OPSA community
- Coordinators will be required to check in with province/regional coordinators on a regular basis to ensure province/regional needs are being met
- Provide emails to students with information about OPSA events throughout the year, and respond to student concerns as needed
- Represent Student Experience professionally
- Respect differences of gender, ethnic origin, race, religious affiliation, sexual orientation and those with disabilities.

**What kind of leader are we looking for?**
- Collaborative approach; strong teamwork skills
- Knowledgeable about resources, services, and opportunities available for Western students
- Excellent organizational skills
- Event planning experience
- Excellent verbal and written communication skills (notably through email communication)
Position Requirements:

- Experience with OPSA Team (in any capacity)
- Ability to communicate and connect with individuals from a variety of backgrounds (Western Faculty, Staff, Graduate Students, OPSA participants)
- Minimum 70% academic average (65% in Engineering)

Position Specifics:

Term Length:
One academic year, September 2, 2020– April 27, 2021

Time Commitment:
4-5 hours per week (may vary during September and peak periods.

Compensation:
This is a volunteer position. Eligible for Work Study.

Reports to:
Student Engagement Programs Coordinator, Transition, Leadership & Enrichment

Application Method:
Login to CareerCentral, and navigate to the Campus Student Leader posting boards to find this job posting and instructions on how to apply.

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).