POSITION TITLE: PAL Centre Ambassador (Learning Development & Success)

POSITION SUMMARY:
PAL Centre Ambassadors 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 PAL Centre Ambassador, your role is to welcome students and staff to the PAL Centre, to give them information or directions and to assist them in connecting with Learning Peers in the centre. The role also includes promotion of the PAL Centre to the Western community.

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, collaboration, decision making and professionalism.
- Gain exposure to and awareness of learning skills issues.
- 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 5 hours per week in the PAL Centre (hours will be divided over two shifts).
- Attend initial training meetings and complete online training modules.
- Promote and maintain a welcoming atmosphere in the PAL Centre.
- When speaking with a student or staff member, listen to and understand their questions and concerns and provide them with information or directions appropriate to their needs or connect them with a Learning Peer who is best suited to assist them. (Examples of student questions/concerns: time management, test preparation and test taking, reading strategies, problem-solving, low grades, locating resources, understanding course concepts, etc.).
- Organize and re-stock PAL print materials, open/close the centre and assist with various administrative tasks.
- Increase awareness of the PAL Centre through various promotional initiatives.
- Work collaboratively with Learning Peers when connecting students with them.
- Discuss with supervisor any questions, difficulties, or problems.
POSTITION REQUIREMENTS:
- Undergraduate students, in 2nd year or above, with a strong interest in helping fellow students to connect with learning resources that will assist them in achieving academic success.
- Minimum 75% average in undergraduate courses.
- 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:
- 5 hours per week (working in the PAL Centre helping students and staff).
- Approximately 6 hours of LDS training in September.
- 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).