POSITION TITLE: Summer Programming Assistant (Writing Support Centre)

Position Summary:
Western’s Writing Support Centre supports all members of the Western Community by providing comprehensive services to develop and enhance writing and communication skills.

As a Summer Programming Assistant, your role is to provide administrative support for the Writing Support Centre, including assistance with on-campus summer event programming.

What will you gain from this role?
- Develop and enhance communication, interpersonal, organizational, and leadership skills.
- Gain the experience working in a conference setting.
- Personal satisfaction and growth.
- Receive feedback via a midterm performance review.
- Obtain recognition through Western’s Co-curricular Record.

KEY RESPONSIBILITIES:
- Assist WSC staff with general administrative work, including inputting data into relevant computer systems, photocopying, emailing, and preparing program materials and mail outs.
- Assist with Summer Academic Writing Clinic Registration on mornings of July 22, August 5, and August 12.
- Consult regularly with supervisor to discuss needs of the WSC and SAWC.
- Assist with staffing lunchtime information booth during Summer Academic Orientation (mid-June to mid-July); answering questions about SAWC and general questions related to Western.
- Assist with planned evening activities for small groups on evenings of July 22 - 23, August 5 - 6, and August 12 - 13.
- Assist with conference organization (picking up, delivering and organizing supplies on campus, researching and planning activity options, providing input on activity organization and outreach, etc.)

POSITION REQUIREMENTS:
- Must demonstrate maturity, excellent organizational and communication skills, and be comfortable interacting with and directing groups.
- Must be proficient in English.
- Must be dependable, responsible, and reliable.
- Computer skills:
  - Proficiency in Microsoft Word and Excel.
- Preference for upper year students who are familiar with Western campus and services.
- Punctuality and attention-to-detail are essential.
- Preference for individual who is familiar with or demonstrates commitment to learning about SAWC and the services offered by the Writing Support Centre.

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 summer term, June 1, 2020 – August 31, 2021

TIME COMMITMENT:
- 4-10 hrs/wk on July 22-24, August 5-7, August 12-14, assist during SAO (mid June – mid July)
  - Individual is required to attend morning and evening activities
- 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)

REPORTS TO:
Yvonne Fuller, Summer Academic Writing Clinic Programmer.

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).