**POSITION TITLE:** Digital Peer Leader (Student Experience)

**POSITION SUMMARY:**
Digital Peer Leaders (SE) are part of the Student Experience Digital Communications team. They work as ambassadors for Western digital connections and communication building in and cultivating of digital spaces. Digital spaces the Digital Peer Leader would work in would include the new Thrive Online digital space, as well as the Student Experience website, and its pillar websites, and Student Experience digital and social media platforms.

As a Digital Peer Leader, your role is to facilitate the creation of content for digital spaces in order for students to learn, discover, and connect online. This space is being developed in order to help students to thrive and succeed at university and beyond. You will work as an ambassador for digital connections, drafting and proofing content and building connections across the university.

The student experience at Western is a complex ecosystem of individual stories that shape what we believe about the university’s purpose and impact. Thrive Online is a digital space that empowers students to tell their story. Culture is built from shared stories. Our vision is for all Mustangs to discover their personalized pathway. To Discover. Engage. And thrive at Western University.

Student Experience (SE) is organized into three pillars which are: Leadership & Learning, Sport & Recreation, and Wellness & Wellbeing. Professional and student staff work across these areas collaborating with student organizations, academic and administrative leaders to maximize the potential of each student.

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

**KEY RESPONSIBILITIES:**
- Work 3-4 hrs/wk either remotely or in the Student Experience office (hours will be determined according to your availability).
- Have weekly 15 minute meeting with your team.
- Work with the Digital Communications Lead and the Digital Community Coordinator to organize and develop content.
- Attend initial training meetings and ongoing professional development meetings.
- Post on the Learning Peers’ OWL discussion forum weekly.
- Review the Thrive Online website, as well as the Student Experience area websites, for professional development as required. Also review the Student Experience Social Media communications plan.
- Work as an ambassador for digital connections.
- Contribute to communication building in digital spaces.
• Use collaborative strategies to determine topics for digital posts.
• Coordinate, draft and write articles, blog posts, and social media posts.
• Potential to assist with making website updates, videography projects and taking photography around campus.
• Complete reflections periodically throughout the year. One reflection task may include goal setting.
• Promote and maintain a welcoming atmosphere to other Peer Leaders, and work collaboratively where required.
• Discuss with supervisor any questions, difficulties, or problems.

POSITION REQUIREMENTS:
• Students with a strong interest in leadership, mentorship, communications, writing, and/or photography.
• Strong communication (attending, listening, speaking) skills.
• Good working knowledge of campus resources.
• Problem-solving abilities.
• Strong interpersonal skills resulting in the ability to approach students or stakeholders to engage them in conversation, discover new and relevant blog topics, and potentially connect others to write blogs when interested.

WESTERN PEER LEADER (WPL) PROGRAM REQUIREMENTS:
• Complete four mandatory Human Resources training modules: WHMIS, Health & Safety, Safe Campus, and AODA, Mental Health Interactive Learning Module, Intercultural Competence & Global Engagement Module.
• Complete Confidentiality Agreement and Student Contract.
• 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 digital spaces).
• Approximately 2 hours of Thrive Online training in September.
• Approximately 1 hour per month of professional development with Student Experience.
• 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:
Digital Thrive Online 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).